

**Highland Community College**  
*Board Retreat and Budget Workshop*  
September 5, 2018  
Highland Community College Student/Conference Center  
Room H-206  
Freeport, Illinois

**CALL TO ORDER/RLL CALL**

Mr. Doug Block, Board Chairperson, called the meeting to order at 8:32 a.m.

**Members Present:** Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Erin Schrader (departed 8:50 a.m.; returned 10:13 a.m.)

**Members Absent:** Dr. Steve Jennings

**Guests Present:** None

**Also Present:** Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services (departed 9:46 a.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (departed 9:46 a.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 9:46 a.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 9:46 a.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 9:46 a.m.), and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

**OPENING REMARKS**

Mr. Endress reported that the Illinois Community College Trustees Association (ICCTA) will be holding a legislative conference call to talk about relationships with current and/or incoming legislators. He also noted that an ICCTA survey will be emailed to trustees soon to gather input on what ICCTA should look like.

Mr. Block reported that great things are happening on campus. He spoke with Ag Instructor Ms. Monica Pierce, who reported that Ag classes are full, and she and Ag Instructor Mr. Justin Ebert both have overload. A \$100,000 equipment donation for the program is also in the works. In addition, there has been extremely positive publicity about the Automotive program, thanks to Ms. Leslie Schmidt. A lot of students are excited about the Fall picnic tomorrow, and the basketball team should have an exciting season.

Mr. Hood reported that the year has started off in extraordinary fashion, and he is in conversation with several premier auto dealers in the area regarding internships and other opportunities. He is also excited about the Foundation's fundraising efforts, noting that he submitted a 40-page draft this week to Mr. Jeff Reinke, Foundation Executive Director, for the Case for Support. Mr. Hood will send an extensive collection of updates later this week. Full Cabinet met and will be much more involved in conversations. Between now and the next meeting, meeting times will be determined. Core Cabinet will meet next week. Mr. Hood has talked with the executive directors of all five boards that he is a member of and he will be stepping down from the Region 1 Planning Council board. Ms. Rebecca Motley, Executive Director of Greater Freeport Partnership, sits on that board along with Dr. Doug Jensen, President of Rock Valley College, so Mr. Hood will still remain connected. He will now be out of the office less and on campus more. He has mentioned to the leaders of the remaining four boards that he may not be able to be at every meeting or subcommittee meeting but will send others when he can. Northwest Illinois Economic Development, formerly Tri-County Economic Development Alliance (TCEDA), is the premier economic development connection in our western district. Ms. Lisa McCarthy, Executive Director, and her board have succeeded in securing two grants. There were 1,200 grant applications and 327 accepted, which resulted in the designation of two opportunity zones, one in Savanna and one in Stockton. In addition, their "Build it Grow it" campaign has raised over \$42,000. Mr. Hood reported that he has been instrumental in having workforce development as the prime objective for both Northwest Illinois Economic Development and the former Northwest Illinois Development Alliance (NIDA). Mr. Anderson reported that The Workforce Connection has a new executive director, Ms. Lisa Bly, who has shortened and streamlined the process to tap into funds for employees to increase their skills. Ms. Gerber also noted that a grant was written for a fast track GED program, which will hopefully begin in the second eight weeks of the semester. The challenge is that The Workforce Connection staffing in Freeport is minimal. Mr. Hood noted that The Workforce Connection board is what brought Highland to the opportunity with Rock Valley College for the Linking Talent with Opportunity grant. Mr. Block asked if it would be beneficial to have Ms. Motley attend a retreat for an open-ended conversation with the Board. This might also work well for other organizations. Mr. Musser suggested there be clear expectations of why the person is being asked to present, how Highland can help their organization, and what Highland needs from their organization. This will be discussed at the October regular meeting. Mr. Hood also noted that organizations' annual meetings bring a lot more people together, and he had five extraordinary conversations at the TCEDA annual meeting earlier this year.

### **ADMINISTRATIVE UPDATES**

#### *Strategic Plan (Handout #1)*

Ms. Gerber reported that progress reports have been reviewed by Cabinet and are being integrated into the project management database. She requested that trustees let her know if there are tweaks that need to be made to the questions for the progress reports. Mr. Hood noted that the strategic plan is very tightly imbedded in the Case for Support. Ms. Gerber also noted that each project entered in the database is connected to a Higher Learning Commission (HLC) criterion and the

budget. This will make it easier to pull evidence for the HLC Assurance Argument. Ms. Kuberski noted that the challenge will be to make sure the database remains updated.

#### *Higher Learning Commission (HLC) Update*

Ms. Kuberski reported that faculty 10<sup>th</sup> day assessment plans were due last Friday. She met with the assessment mentors and there are already some best practices. Faculty are engaged about how to do assessment better, and we need to keep the momentum up to ensure that the College has two years of data. Spring data will need to be analyzed earlier in the Spring semester. The Accreditation Committee has worked to create timelines for the Assurance Argument, and the timelines have been shared with Dr. Stephanie Brzuzy of HLC, who said they looked good. An evidence workshop will be scheduled for the Assurance Argument. To date, two faculty and seven staff have volunteered to help with the Assurance Argument, with the hope to have the report sent off by February 24. Mr. Musser gave kudos to Ms. Kuberski for the esprit de corps, and Ms. Kuberski noted that this is a team effort and culture shift, and everyone has chipped in. Faculty mentors are also involved in the Assurance Argument work. Ms. Kuberski believes the Board will meet with the HLC review team on April 29. This year's team will be different from last year's team. Mrs. Gallagher suggested that the College may want to make a presentation at ICCTA on our HLC experience, and Ms. Kuberski also suggested perhaps a presentation at a future HLC conference.

Mr. Block suggested that when trustees meet or interact with legislators, they bring up issues affecting education, such as the new dual credit law in Illinois. Mr. Block also encouraged Ms. Kuberski to keep the Board updated on legislative issues affecting the College. It was also suggested that perhaps we could invite legislators to a quarterly retreat. The next legislative debate is September 25 at 6:30 p.m. at the Freeport Public Library, and perhaps questions could be submitted to the League of Women Voters to be used in the debate, such as, "What do you believe the role of a community college is in economic and workforce development?" Mr. Hood will coordinate the submission of questions to the local League of Women Voters.

#### *Budget*

The request for proposals (RFP) for the solar array project went out yesterday. Trustees should let Ms. Janssen know if they would like a copy of the proposal. Mr. Hood noted that Ms. Janssen has worked tirelessly on the budget, and the deficit is up a little more than previously projected. Ms. Janssen reported that the projected FY19 deficit is \$100,000, which is much better than the \$400,000 deficit originally projected in the tentative budget. The tentative budget did not include a number of faculty members who received educational advancement this year.

#### *FY19 Potential Protection, Health, and Safety (PH&S) Projects*

Ms. Janssen reported that the PH&S levy will be at \$725,000, which keeps the overall tax rate the same. The PH&S work group has prioritized potential PH&S projects and the top project is the solar array, which would likely use all \$725,000 of the levy. A vendor meeting is scheduled on September 12 with proposals due on September 28. The group is also working on "plan B" if the solar array project does not meet the eight-year payback required for PH&S projects. The alternate

project is accessibility for M-120, and there is an inclusive group looking at this potential project. Another potential project is to increase the number of servers for the security cameras. Mr. Musser inquired whether the College has a mitigation plan for ransomware, and Ms. Janssen will look into this and let trustees know.

At the October regular Board meeting, Ms. Janssen will bring more details on the PH&S project that will go forward. She would ideally like to get back to potential solar array vendors by October 16. Ms. Janssen also noted that there is \$150,000 left in the 2015 bond fund, mostly from the chemistry lab project and interest income.

At 9:46 a.m., the Chairperson declared a recess; the meeting resumed at 10:10 a.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; 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  
NAYS: None

At 10:12 a.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Shockey 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 11:09 a.m., the Chairperson declared the motion carried and the Closed Session ended.

### **BOARD UPDATES**

#### *Administrative Reports*

Mr. Hood reported that he believes faculty got a good sense at Opening Days that we are all in this together, and there were positive comments about Opening Days. We need to deliver the message that we are all in this together, including trustees. Mr. Hood also had some discussion

in full Cabinet meetings about professional development days during the year and believes the response was positive about that. He noted that Human Resources and Ms. Christie Lewis also offer professional development opportunities for faculty and staff, and he would like to find more and better ways to do that. Productive conversations continue with FHN, MetLife, and others, and the College is offering some Lifelong Learning courses for credit. There has been an enrollment dip, with nontraditional avenues for enrollment increasing.

Mrs. Gallagher noted that March is Community College Month, and Dr. Ruth Mercedes Smith previously went to different communities with a five to 10 minute presentation about the College. Mrs. Gallagher believes it would be good to have a trustee and faculty member or dean do this again, with the focus of the presentation possibly being on what Highland has done. Mrs. Gallagher also suggested that Ms. Leslie Schmidt do something around Community College Month.

Ms. Ferguson reported that this has been a busy Fall and it will continue into Spring with lots of training opportunities for faculty and staff. De-escalation training videos will be available through the end of the semester, and there are other free trainings available through Cottingham & Butler at "Think HR." Several positions have been advertised or re-advertised including Fine Arts Technical Assistant, Western Civilization/Political Science, Integrated Reading and Writing, and Math Instructor.

Trustees discussed the format for administrative reports at Board meetings and discussed whether to continue to have oral reports with written reports at Board meetings or only written reports. Trustees expressed an interest in also having a written report submitted by Mr. Hood. Faculty should funnel their items to the appropriate dean to include in Ms. Kuberski's report, and Mr. Musser suggested having a specific department format with specific parameters for the reports. Items to be included in the reports are success stories and recognition, as well as "tell us something we don't know and why we need to know it." If the intent of the reports is that people are not feeling seen and heard, faculty and staff could be brought in from various departments to give a 15-minute update at a quarterly retreat. Mr. Hood also noted the need to recognize Ag and the bowling team at an upcoming Board meeting. It was also expressed that trustees would like more tours of areas on campus. Following discussion, it was suggested that Mr. Hood and Ms. Kuberski discuss the reports and provide a recommendation to Mr. Block and Mr. Shockey.

#### *HCC Foundation Shindig Donation*

Mr. Jeff Reinke, Foundation Executive Director, has suggested that the Board's monetary donation be put toward the "\$5,000 in five minutes" event at the Shindig. Trustees should give their \$50 donation to Ms. Grimes to send to the Foundation. Mr. Block also noted that the Foundation board meets tomorrow.

#### **OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Trustees are invited to view the Jane Addams Tribute Wall after the September regular meeting. Mr. Hood encouraged trustees to attend, if available.

Mr. Endress noted that ICCTA gives a Diversity Award each year, and Ms. Grimes will work with Ms. Schmidt to make sure the ICCTA awards are on her calendar.

Trustees also discussed training opportunities, including the possibility of legal training at an upcoming retreat.

**ADJOURNMENT**

Ms. Groezinger moved and Mr. Musser seconded the meeting to adjourn the meeting. At 11:49 a.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