

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 4:03 p.m. on October 16, 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 (departed 5:55 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:55 p.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (departed 5:55 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 5:55 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:55 p.m.); Mr. Dan Rowe, Senior Manager, Wipfli, LLC (departed 4:17 p.m.); Mr. Mark Jansen, Director, Adult Education Programs (departed 4:07 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics (departed 4:54 p.m.); Ms. Karla Giuffre, Faculty (departed 4:54 p.m.); Ms. Priscilla Ian, Adult Education Fiscal/Data Analyst (departed 4:07 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:53 p.m.); Ms. Kate Perkins, HCC Faculty Senate (departed 5:27 p.m.); Mr. Steve Mihina, Faculty (departed 4:38 p.m.); Ms. Lisa La Sala, Development Director, HCC Foundation (departed 4:46 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:27 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress moved and Ms. Groezinger seconded the motion to approve the minutes of the September 5, 2018, Board retreat and budget work session, and the September 18, 2018, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Mark Jansen introduced Ms. Priscilla Ian, new Adult Education Fiscal/Data Analyst.

AUDIT REPORT

Mr. Dan Rowe of Wipfli reviewed the FY18 annual audit, reporting that once again the College received an “unmodified or clean” opinion. The College also received clean opinions on the audits of the ICCB grants and enrollment hours, as well as the schedule of federal awards, which is mainly student financial aid. He noted that in FY18, GASB 75 was implemented to pick up the college insurance plan (CIP) liability from the State, which added about \$9,204,000 in liability to the financial statements and 10 pages of notes to the audit. As of June 30, 2018, the College’s net position was \$19,631,000. No new accounting policies were implemented other than GASB 75, and there were no difficulties encountered with management. Overall, this was a very clean audit. Ms. Janssen expressed her appreciation to Mr. Rowe, as well as to Ms. Mary Lloyd, Manager of Accounting, and Ms. Andria Cornelius, Coordinator of Accounting, for their work on the audit.

BUDGET REPORT/PH&S PROJECT DISCUSSION

Ms. Janssen reported that the PH&S project has been a very inclusive process. At the November Board meeting, the tax levies will be presented to trustees for approval. Currently, the PH&S group is considering a 99 kWh solar array, as well as leveling the floor and removing the fixed tables and chairs in M-120, upgrading the security camera server, and upgrading about 2,500 lighting fixtures in hallways and offices to LED. The lighting project would save approximately \$36,000 per year. The projects would be funded by \$725,000 from the tax levy and \$397,350 from remaining PH&S project funds. Eight vendors attended the solar array site visit, with two proposals submitted. The proposed solar project would save approximately \$10,000 per year in utilities. Mr. Musser inquired about the aesthetics of the solar array, which is proposed to be placed near the Ray and Betty Stamm Health Science Nursing Wing, and Ms. Janssen reported that it does not impact anything unless it would impact the helicopter landing area. The group feels comfortable not having a fence around the array, and there are options for having something underneath, such as prairie grass that would attract birds and butterflies, or rock could be put down under the array. The cost would be less to have the array near the Nursing Wing because there is directional boring there. There are also potential educational opportunities for students in physics and ecology classes. Mr. Hood commended the work group on being an exemplary model. Ms. Janssen reported that action items for the tax levies and use of the remaining PH&S funds will be presented for approval at the November regular Board meeting.

FOUNDATION REPORT

Ms. Lisa La Sala presented the Foundation report. She noted that everyone is recovering from the Foundation’s Shindig, and she thanked everyone for all they did. Close to 500 people attended the event, which is projected to net \$80,000. This year, \$102,000 has been raised in corporate partnerships, and next year the goal is \$150,000. Around 300 people attended the Foundation’s scholarship awards ceremony, where 140 students were presented with a total of \$395,000 in scholarships. Ms. La Sala reminded trustees of several upcoming events, including the

Foundation board retreat on November 1, the Distinguished Alumni event on November 8, the annual appeal on November 15, and the holiday gathering on December 6 at the Wagner House.

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 Fall of 2018.
- D. Financial (None)

Mrs. Gallagher moved and Mr. Endress seconded the motion to approve the consent item, 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 (None)
- C. Personnel (None)
- D. Financial
 - 1. Subaward Agreement Between Highland Community College and Rock Valley College, a Grantee of the Community Foundation of Northern Illinois Linking Talent with Opportunity Regional Grant
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the subaward agreement, as presented, between Highland Community College and Rock Valley College, a grantee of the Community Foundation of Northern Illinois Linking Talent with Opportunity regional grant. 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. Acceptance of FY18 Annual Audit

Mr. Endress moved and Ms. Groezinger seconded the motion to accept the annual audit for FY18. 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. Payment of Bills and Agency Fund Report

Mr. Musser 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 September 2018 bills, including Board travel, in the amount of \$897,827.78, Automated Clearing House (ACH) debits W0000490 through W0000493 amounting to \$11,596.17, Electronic Refunds of \$77,763.82, with 5 adjustments of \$768.82, such warrants amounting to \$809,236.61. Transfers of funds for payroll amounted to \$570,057.91. 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 and the Resolution adopted.

REPORTS

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance

Ms. Janssen announced that there will be required reports that will go in the newspaper for the tax levy. She also noted that last Friday, Full Cabinet reviewed 15 projects for use of remaining bond funds. The results will go to Core Cabinet and Mr. Hood.

Student Trustee

Ms. Schrader reported that some Student Senate members will be attending an upcoming leadership conference. They also have plans to sponsor a chili cook-off on Halloween, which is open to faculty, staff, and students.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher thanked trustees for approving the annual audit.

ICCTA Representative

Mr. Endress reported that the next ICCTA meeting will be held the second weekend in November. Dr. Brian Durham has been named the new Executive Director of ICCB effective December 1, and it was suggested that the Board send a letter to Dr. Karen Hunter Anderson thanking her for her service as ICCB Executive Director. An RFP has been sent out for proposals from search firms to help with the search for a new ICCTA Executive Director. Mr. Endress also noted that ICCTA is trying to figure out how to get more involvement from colleges that have not been involved in ICCTA. Mrs. Gallagher expressed her hope that ICCTA will continue to hold their meetings on college campuses.

Board Chair

Mr. Block remarked on the great results the Forensics team had recently. He also noted that the Foundation distributed \$395,000 in scholarships at their recent event, and reminded everyone of the events held earlier today, including the recognition of Stephenson Service Company for the donation of the spray application simulator and the ceremonial signing of the articulation agreements with Western Illinois University.

Administration

Ms. Kuberski reported that she, Dr. Brendan Dutmer, and Ms. Carolyn Petsche are working on a draft district-wide MOU for transitional math. She is also working with Freeport High School on having a least one class by the fall on the traditional pathway, and Pecatonica High School would also like to work with Highland on transitional math. Ms. Kuberski has begun drafting the Higher Learning Commission Focused Report, along with the help of many others. Faculty are working on and have turned in curriculum maps. At least 20 volunteers will be working on the HLC Assurance Argument, and training will take place on November 20 on how to look for evidence for the Assurance Argument.

Ms. Gerber reported that the College is currently in "recruitment season," and 36 colleges, 12 high schools, and 267 students attended the College Fair. In addition, Experience Highland events are ongoing. Mr. Shockey requested that Ms. Gerber let the Board see the new College seal that was mentioned in her administrative report.

Ms. Ferguson announced that the C1 report has been submitted on time to ICCB. The annual email on upcoming training opportunities and information on the PACE survey went out today.

Mr. Hood reported that the supervisory training was very well done and there was good attendance. The first three classes for the International Preservation Studies Center (IPSC) have been offered, with students and instructors from all over the country and other countries. In addition, one IPSC instructor has offered to donate a scholarship for the program. Mr. Hood has been in conversations with potential partners in Freeport and Galena to begin offering Lifelong Learning classes by the IPSC instructors who agree to stay an extra day and teach the classes at the Lifelong Learning rate. This will be exposure to encourage district citizens to enroll in and be part of the classes. Mr. Hood commended Mr. Matthew Toland and Mr. Jim Phillips for their IPSC efforts. Mr. Hood attended the National Apprenticeship Conference and reported that

apprenticeships require buy-in from corporate partners. This has not caught on here yet, although the College does have an agreement with the Plumbers & Pipefitters that is in place. Mr. Hood reported that it is hard to get a commitment from manufacturers regarding offering apprenticeships, although Highland is willing and able to help. Those who are offering apprenticeships have indicated you need a team of people, not one administrator, to implement the apprenticeship program.

Strategic Plan

Ms. Gerber provided the monthly strategic plan update, noting that the committee is close to setting recruitment targets. She also noted that there is an outline of the goal three report at the end of this month's report.

OLD BUSINESS

Discussion on Inviting Guest Presenters

Mr. Hood noted that it is a challenge for trustees to get out of the Board room and see other areas on campus. Tours may work better in quarterly retreats than in regular Board meetings. Areas suggested to be considered for tours include the library, cosmetology, and the F-10 renovation. Mr. Hood also encouraged Ms. Kate Perkins to relay the message to Faculty Senate that trustees would like to visit other areas.

At 5:27 p.m., the Chairperson declared a recess; the meeting resumed at 5:39 p.m.

CLOSED SESSION

Mr. Shockey moved and Dr. Jennings 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: Musser, Groezinger, Gallagher, Shockey, Block, Endress, Jennings,
Schrader
NAYS: None

At 5:41 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Shockey moved and Dr. Jennings seconded the motion to end the Closed Session. The roll call on the motion was as follows:

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

At 6:06 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

NEW BUSINESS

Mr. Hood and Mr. Block met with Mr. Jeff Reinke, Ms. Pat Dunn, Mr. Rob Urish, and Ms. Janssen and talked about the new direction the Foundation would like to take. The Foundation has funds earmarked beyond the January debt certificate payment and the July 1 interest payment. There is also money coming from an estate that is for the debt certificate payments. There is about a year and a half left to come up with other solutions for the debt certificate payments. Mr. Hood believes the new Foundation fundraising campaign will be more successful than ever before. There is money coming in from the Shindig and also unrestricted money, and Mr. Hood has suggested that it be divided among all seven pillars. Trustees discussed the need to schedule a retreat with the Foundation board.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, November 20, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on Tuesday, December 5, 2018, at 8:30 a.m. in H-206 in the Student/Conference Center on the Highland campus.

ADJOURNMENT

Mr. Shockey moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:17 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