

**SPECIAL MEETING AND REGULAR MEETING**  
**BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519**  
Counties of Stephenson, Ogle, Jo Daviess and Carroll

**CALL TO ORDER/ROLL CALL**

The special meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 3:03 p.m. on November 20, 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 (arrived 3:08 p.m.), 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 6:21 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:12 p.m.; returned 6:17 p.m.); 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. Rex Blomberg, Second Shift Lead Custodian (departed 4:03 p.m.); Ms. Christie Lewis, Coordinator, Staff Development & HRIS (departed 4:03 p.m.); Mr. Pete Fink, Director, ITS (arrived 4:08 p.m.; departed 5:35 p.m.); Mr. Bruce Pittluck, ITS Support Specialist (arrived 4:08 p.m.; departed 4:17 p.m.); Mr. Bill Lucio, Faculty (arrived 4:08 p.m.; departed 4:30 p.m.); Ms. Michelle Johnson, Student (arrived 4:08 p.m.; departed 4:30 p.m.); Mr. Alec Aurand, Student (arrived 4:08 p.m.; departed 4:30 p.m.); Mr. Luthien Jonis, Student (arrived 4:08 p.m.; departed 4:30 p.m.); Ms. Maggie Finazzo, Student (arrived 4:08 p.m.; departed 4:17 p.m.); Mr. Larry Steffen, Eagle Point Solar (arrived 4:08 p.m.; departed 5:35 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science & Mathematics (arrived 4:08 p.m.; departed 5:28 p.m.); Mr. David Pluym, Eagle Point Solar (arrived 4:08 p.m.; departed 5:35 p.m.); Mr. Alan Nowicki, Faculty (arrived 4:08 p.m.; departed 5:33 p.m.); Ms. Anna Marinello, Student (arrived 4:08 p.m.; departed 4:17 p.m.); Ms. Melissa Johnson, Coordinator, Early Childhood Education (arrived 4:08 p.m.; departed 4:17 p.m.); Mr. Steve Mihina, Faculty (arrived 4:08 p.m.; departed 4:39 p.m.); Mr. Evan Talbert, Faculty (arrived 4:08 p.m.; departed 4:39 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (arrived 4:08 p.m.; departed 5:33 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 6:10 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (arrived 4:08 p.m.; departed 4:39 p.m.); Mr. Brad Hart, Big Radio (arrived 5:10 p.m.; departed 6:10 p.m.); Mr. Matthew Weatherly, Consultant, Public Sector Personnel Consultants via video conference (departed 4:03 p.m.); and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

## COMPENSATION STUDY REPORT

Mr. Matthew Weatherly of Public Sector Compensation Consultants joined the meeting via video conference. Ms. Rose Ferguson reported that the classification and compensation study included all full-time non-union classified, professional, and administrative employees. Custodial and maintenance employees were included for the market study only. She reviewed the timeline for the classification and compensation study, noting that it is typical to conduct a study every 10 years. Previously a market study was conducted annually on one-third of positions until FY14, when there was no money available in the budget for potential increases. Employees completed Position Analysis Questionnaires (PAQs), which were sent to the consultant in January 2018, and Mr. Weatherly conducted the market study. Mr. Weatherly provided a high level summary to the Board, noting that the salary survey was conducted with other colleges and public employees. Individual jobs, job descriptions, and pay ranges were studied, and suggestions for implementation were provided. About 40 percent or 21 employees are more than five percent behind market for their position; 52 percent or 27 employees are within 5 percent, and eight percent or 4 employees are more than five percent ahead of market. About 12 employees fall below the proposed range minimum, which equates to a cost of about \$12,000 to bring up to range. Mrs. Gallagher inquired as to why the time in the job is the only qualifier, and Ms. Groezinger noted that she would hope performance is also considered. Ms. Ferguson reported that there are times when there are performance issues and those employees do not get the total percent increase or any increase at all. Performance issues are documented in employee files.

Mr. Shockey asked how health insurance benefits were taken into consideration in the study, and Mr. Weatherly reported that the scope of his work was limited to base pay. Ms. Ferguson reported that they did consider health insurance benefits but it is hard to compare apples to apples. The study looked at the salary midpoint, job description, comparators, and how much of the job descriptions matched. Other considerations include internal equity, compression, and career ladders. The sample size is smaller for locally recruited jobs, and the sample and market model depend on the job. Around 60 percent of the jobs had good matches, and structurally there were a lot of similarities to other community colleges.

## CLOSED SESION

Mr. Shockey moved and Dr. Jennings seconded the motion to move into Closed Session for the purpose of discussing the compensation of specific employees of the public body, 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, Jennings, Musser, Groezinger, Gallagher,  
Schrader  
NAYS: None

At 3:37 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 4:03 p.m., the Chairperson declared the motion carried and the Closed Session ended. The time being after 4:00 p.m., the Chairperson declared a recess; the meeting resumed with the regular agenda at 4:08 p.m.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the minutes of the October 16, 2018, special meeting and regular meeting, as presented. The vote being unanimous, the motion carried.

### **PUBLIC COMMENTS**

Mr. Alan Nowicki, faculty member, addressed the Board regarding shared governance. He stated that comments from the Higher Learning Commission peer reviewers last year indicated that shared governance could be more shared on campus. He reminded trustees that three years ago, the College wanted to spend over \$800,000 on door locks through Protection, Health, and Safety (PH&S) funds, but this time the ideas for use of the PH&S funds are far superior and, in fact, will return money to the College. He concluded his remarks by noting that he believes that shared governance is not just a slogan but benefits the College.

### **INTRODUCTIONS**

Mr. Pete Fink introduced Mr. Bruce Pittluck, new ITS Support Specialist.

### **STUDENT RECOGNITION**

Mr. Scott Anderson introduced Ms. Melissa Johnson, Early Childhood Education Coordinator, and Ms. Anna Marinello, an Early Childhood Education student, who provided information on a recent service project of obtaining donors to sponsor books for area children. In addition, Ms. Kendra Rinehart was not able to attend the meeting, so Ms. Johnson showed a videotaped message from Ms. Rinehart regarding the project.

Mr. Hood introduced Mr. Bill Lucio, Forensics coach, who introduced team members Mr. Alec Aurand, Ms. Michelle Johnson, Ms. Maggie Finazzo, and Mr. Luthien Jonis. The team has had phenomenal success so far this year, and recently hosted "The Highlander" forensics

tournament this past weekend with a Game of Thrones theme. Mrs. Gallagher suggested that perhaps Mr. Lucio and team members could make presentations to area service clubs or the High School Servant Leadership Program. Mr. Lucio invited trustees to the November 29 showcase event on campus in M-120. The team is an excellent example of money well spent for student success.

### **BUDGET REPORT**

Ms. Janssen reported that she and Ms. Mary Lloyd, Manager of Accounting, held 26 one-on-one meetings with budget managers to review the budget centers and procedures, and to remind budget managers of the new requirement that they turn in reimbursements for job-related expenditures. Ms. Janssen will also update the Resource Allocation and Management Plan (RAMP) document soon and tie the document to the strategic plan.

### **FOUNDATION REPORT**

Mr. Reinke reported that the Foundation newsletter was mailed out a couple weeks ago, and the Foundation board recently held their first retreat in about 10 years. Currently the major focus is on the Major Gift Campaign, also referred to as the seven pillars. Mr. Reinke is working with College leaders and volunteers to put together the campaign structure to raise a lot of money, and more information will be coming in January. The Foundation will transition from sponsoring the Shindig and will introduce a new event, the Partners for Success gala, which will be held on Saturday, November 2, 2019, at the Wagner House. The event will be a plated dinner served to approximately 330 people, focusing on the College mission, highlighting the College, and partnerships around the communities. A co-chair of the event is already in place. The last Shindig was well attended and raised the most money ever. Mr. Reinke would like to have a reception the Friday before the gala as an opportunity to showcase Highland to alums, current donors, and others, with recognition of Distinguished Alumni and other individuals. He expressed his hope that the College will make the commitment to make this happen. There was a Foundation Distinguished Alumni event held earlier this month, including recognition of Ms. Groezinger as a new Distinguished Alum. The 2019 corporate sponsorship goal has been set at \$150,000, and a list of 130 prospects has been developed. The Foundation needs to reach beyond Freeport for corporate sponsorships, and Mrs. Gallagher expressed the need to involve the College in those areas. Mr. Reinke concluded his presentation by announcing that the Foundation's annual appeal, which will be mailed to over 6,000 people, features Ms. Amy Baker.

At 4:39 p.m., the Chairperson declared a recess; the meeting resumed at 4:50 p.m.

### **CONSENT ITEMS**

A. Academic (None)

B. Administration

1. Appointment of Assistant Local Election Official

*Recommendation:* That the Highland Community College Board of Trustees approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, Local Election Official, is not available during the filing period. The filing period will be December 10 – 17, 2018, from 8:00 a.m. to 5:00 p.m.

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)

Mr. Shockey moved and Mr. Musser seconded the motion to approve the consent items, 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.

MAIN MOTIONS

A. Academic

1. New Program: Hotel Management Certificate

Mr. Endress moved and Dr. Jennings seconded the motion to approve the new Hotel Management Certificate program, as presented. 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.

Ms. Groezinger expressed her hope that the College could also consider other certificates, perhaps four to six weeks in length, such as a spray applicator certificate.

2. New Program: Restaurant Management Certificate  
Dr. Jennings moved and Mr. Musser seconded the motion to approve the new Restaurant Management Certificate, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. New Program: Hospitality Start-up Certificate  
Dr. Jennings moved and Mr. Musser seconded the motion to approve the Hospitality Start-up Certificate program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. CollegeNOW Agreement Between Highland Community College and Dakota and Aquin High Schools for the 2019 – 2020 (FY20) Academic Year  
Mr. Shockey moved and Mr. Musser seconded the motion to approve the CollegeNOW agreements for the 2019 – 2020 (FY20) academic year for qualified students attending Aquin and Dakota high schools, and amend the item to remove Freeport and Orangeville high schools from the recommendation because they were not listed on the agenda. 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.

The Freeport and Orangeville high school agreements will be presented for approval at a later Board meeting.

5. Highland Community College and Western Illinois University Academic Transfer Partnership – Associate of General Studies (AGS) to Bachelor of Arts in General Studies (BGS)  
Dr. Jennings moved and Mr. Musser seconded the motion to approve the Academic Transfer Partnership, as presented, to support the seamless transition of Highland Associate of General Studies 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: Shockey, Block, Endress, Jennings, Musser, Groezinger,  
Gallagher, Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

Dr. Jennings suggested coming up with a “snappy” name for articulation agreements, and Mr. Hood will share with the Board other names for consideration.

B. Administration (None)

C. Personnel (None)

D. Financial

1. Education and Building Fund Levy

Mr. Endress moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$5,081,000 and building purposes taxes in the amount of \$1,365,000 for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20. 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 and the Resolution adopted.

2. Insurance Levy

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$900,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20. 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.

3. Audit Levy

Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20. 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.

4. Social Security and Medicare Levy

Mr. Endress moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20. The roll call on the motion was as follows:

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

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

5. Resolution Authorizing Project "Building M Room #120 ADA Accessibility" and to Authorize Approval for a Health and Safety Levy

Dr. Jennings moved and Mr. Shockey seconded the motion to approve a Protection, Health, and Safety project for building M Room #120 ADA Accessibility at a cost of \$318,200 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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



6. Resolution Authorizing Project “Interior Lighting Energy Efficiency” and to Authorize Use of Protection, Health, and Safety Funds for Payment of the Same, with Approval for a Health and Safety Levy of Additional Funds

Mr. Musser moved and Dr. Jennings seconded the motion to approve a Protection, Health, and Safety project for Interior Lighting Energy Efficiency in the amount of \$569,935, and approve a levy of health and safety funds, along with the use of excess Protection, Health, and Safety funds to finance the project. 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 and the Resolution adopted.

7. Resolution Authorizing Project “Campus Security Camera Server Replacement” and to Authorize Approval for a Health and Safety Levy

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve a Protection, Health, and Safety project for Campus Security Camera Server Replacement at a cost of \$65,364 and approve a levy of health and safety funds to finance the project. 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 and the Resolution adopted.

8. Resolution Authorizing Project “Solar Photovoltaic System” and to Authorize Approval for a Health and Safety Levy

Dr. Jennings moved and Mr. Shockey seconded the motion to approve a Protection, Health, and Safety project in the amount of \$220,399 for a Solar Photovoltaic System and approve a levy of health and safety funds to finance the project.

Mr. Larry Steffen and Mr. David Pluym of Eagle Point Solar provided an overview of the project, noting that there will be two arrays with a total of 279 panels. The permit has been approved by Stephenson County, and the paperwork is in process with the utility company. The hope would be to attempt to trench before the frost hits. Mr. Steffen would also hope to sponsor a ribbon-cutting event in the future.

Mr. Alan Nowicki explained that there are several courses that could use the arrays as instructional resources, mostly in building N, making for easy access. The proposed location is also close to building T, where additional people might use

the array in the electronics program. The location does not compromise the arboretum and is located far enough from trees and shrubbery.

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 and the Resolution adopted.

9. Resolution to Approve a Locally Funded Capital Project: Building E Room #102 Agriculture Laboratory Remodel

Mr. Musser moved and Mr. Endress seconded the motion to approve a Resolution to approve a locally funded project, building E Room #102 Agriculture Laboratory Remodel, at a cost of \$143,000, and that the project be locally funded by a past bond issuance in the amount of \$62,000 and a Foundation gift in the amount of \$81,000. 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.

10. Purchase and Installation Services of Genetec Security Center Software and Server Hardware

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the statement of work from Paragon Development Services (PDS) for the installation services and purchase of a Genetec security camera server system at a project cost not to exceed \$65,364. 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.

11. Solar Construction Contract with Eagle Point Solar for a Turn-key Solar Photovoltaic System

Dr. Jennings moved and Mrs. Gallagher seconded the motion that the Board of Trustees approves President Tim Hood to enter into the solar construction contract with Eagle Point Solar, as presented, for a turn-key solar photovoltaic system in the amount of \$199,890. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

12. Payment of Bills and Agency Fund Report

Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the October 2018 bills, including Board travel, in the amount of \$1,249,897.07, Automated Clearing House (ACH) debits W0000494 through W0000497 amounting to \$13,065.91, Other Debits D0000084 through D0000085 amounting to \$823.04, and Electronic Refunds of \$206,201.20, with 5 adjustments of \$16,487.55, such warrants amounting to \$1,046,294.47. Transfers of funds for payroll amounted to \$571,456.38. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, Endress, Jennings,  
Musser, 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 announced that the annual Madrigal Dinner will be held on November 30 and December 1. The last day to purchase tickets for the event is tomorrow.

### Audit & Finance Committee Co-Chairs

There was no report.

### ICCTA Representative

Mr. Bob Thompson, ICCTA Vice President, sends out 10 takeaways from the trustee roundtable discussions after each ICCTA meeting. One of the trustee roundtable topics this month was how community colleges can work together to promote trades and workforce development.

Mr. Endress reported that some community colleges are going to eight-week courses to be more competitive with what the workforce wants, and colleges were encouraged to focus on what they do well. He also reported that Highland's agreements with Blackhawk Technical College and Rock Valley College were mentioned during discussions. Another topic of discussion was interaction with the student body and having an event similar to "Pizza with the President" called "Tacos with Trustees". Trustees also discussed options for trustee education through ICCTA. The afternoon session included a presentation by Robbins Schwartz on the Open Meetings Act

and Freedom of Information Act. During the noon lunch, ICCTA and the Illinois Council of Community College Presidents honored ICCB Executive Director Karen Hunter Anderson, who is retiring at the end of November. Mr. Endress is serving on the search committee for a new executive director of ICCTA, and the search timeline has been approved. ICCTA is also in the process of developing a new logo and has offered \$250 for the student who creates the new logo. Additional details are available from ICCTA. ICCTA will meet for a hybrid meeting during the ACCT National Legislative Summit in Washington, DC in February. Those who are unable to attend the conference will have the opportunity to participate in the meeting via conference call. A conference call was held last Friday on working with new legislators and also the BSN initiative. Mrs. Gallagher participated in the conference call and suggested getting legislators on campus in December. Mr. Endress suggested meeting with Senator-elect Brian Stewart, Representative-elect Andrew Chesney, as well as people from Senator-elect Stewart's district and area hospitals to carry the word that there is a shortage of nurses. This may be the impetus needed to get the BSN passed.

#### Board Chair

Mr. Block reported that several trustees attended the ACCT Annual Leadership Congress. Many good ideas were discussed, and the challenge is how to share the information from the conference.

#### Administration

Ms. Kuberski reported that Warren High School is interested in Transitional Math next Fall. Freeport, Pecatonica, Stockton, and Warren all worked on an MOU, and the high schools are reviewing the draft. Some of the high schools want to take the agreement to their respective boards in November. Ms. Kuberski also reported that in 2014, the nursing pass rates were at 65 percent. Through curriculum revisions and use of data, the rates have now risen to 98 percent. She commended the instructors responsible for the significant turnaround in a very short time, noting that this is a great example of using data to inform decisions. Ms. Kuberski is working on the HLC Focused Report, with some parts of the report due to her by November 30, and she offered to send a draft of the report to trustees when it is ready. A kickoff meeting for the Assurance Argument work group was held recently, and there are 20 people who have volunteered to assist. The group held an evidence workshop on November 9, which included a conference call with our HLC liaison. There is good representation from across campus on each of the five groups working to collect evidence for the Assurance Argument.

Ms. Janssen reported that on October 31, lightning struck building G on campus. Luckily the building is not used for classes. Ms. Janssen and others are working through the insurance process.

Mr. Anderson reported that the Linking Talent with Opportunity grant is moving forward and the position funded by the grant should be offered to the top candidate soon. He and others have also been meeting with Freeport High School regarding pathways.

Ms. Gerber announced that two CollegeNOW information sessions were held last week with approximately 150 students and parents attending. Aquin High School has joined CollegeNOW this year.

Mr. Hood recently had a conversation with representatives of Midwest Medical Center regarding offering training to their staff. He reported that he is happy that the College did not rush into the solar initiative, and all agree that the College did the right thing. As a follow-up to the discussion of the WIU agreement earlier in the meeting, Mr. Hood reported that at Kaskaskia College, agreements are part of a “university alliance”. Ms. Groezinger was awarded a Foundation Distinguished Alumni award recently, and Mr. Hood congratulated her on this achievement. The recent performance of the play “Newsies” was phenomenal. The Adult Education program held their High School Equivalency (HSE) completer ceremony last week with approximately 16 completers, and Mr. Hood thanked Ms. Groezinger for attending the ceremony. There was a Big Band concert last Sunday, and Mr. Hood shared his amazement of Ms. Schrader’s talent, as she played the saxophone in the Big Band. Kudos to all who pitched in for homecoming events. Faculty Senate is starting a food pantry in building M for students and is talking about collaborating with other food pantries in the area. Thanks to Mrs. Gallagher and Ms. Janssen for attending the Galena Area Chamber of Commerce’s annual meeting. The Leadership Forum held a phenomenal completion ceremony recently. Midwest Medical Center sponsored a participant in the Leadership Forum, and a representative attended the recognition dinner, which led to the discussions Mr. Hood had with their representative about Business Institute training. The Thomson Prison cohorts graduated with their 16 credit hour welding certificate. Students offered respect and gratitude for the program. There are four years left on the contract.

Mrs. Gallagher asked Ms. Ferguson about the required sexual harassment training that was noted in Ms. Ferguson’s administrative report. Ms. Ferguson reported that 90 of 250 employees have taken the training to date. The training is not required but is highly recommended.

#### Strategic Plan

Ms. Gerber will send out progress reports tomorrow on two bookstore projects: book adoption and the point of sale (POS) system. Any questions about the reports will be addressed at the upcoming retreat.

#### OLD BUSINESS

There was no old business.

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

At 6:11 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:21 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

1. Approval of Side Letter Agreement

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the Side Letter Agreement outlining modifications to the Collective Bargaining Agreement related to fair share. 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.

### NEW BUSINESS

Dr. Jennings proposed having a 10 to 15 minute discussion at each retreat on demographic variables, such as students, tuition, etc. Ms. Gerber will work with Dr. Jennings on information for the retreat.

Mr. Shockey reported that several trustees attended an enrollment session at the ACCT conference and he believes the Board needs to explore options further. Ms. Groezinger stated that the College should not be measuring itself on other colleges but the focus needs to be on increasing enrollment at Highland.

Ms. Janssen reported that Ms. Carrie Zethmayr is working with the Northwest Illinois Enterprise Zone board on a new enterprise zone, which includes a lot of Stephenson and Jo Daviess County. Information will come to the Board at a later time. Mr. Block noted that traditionally trustees have not turned down any enterprise zones, and perhaps there could be a written report and short presentation at the retreat.

Ms. Groezinger requested that Mr. Hood turn in his administrative report with the Board packet and not distribute it at the Board meeting.

Mr. Endress commended Ms. Juliet Moderow on the Honors Program booklet, noting this is something the College is doing well and of which we should be proud. Ms. Gerber reported that the booklet was initially produced for homecoming but it could be used for promotional purposes, as well. Ms. Groezinger also suggested it could perhaps be distributed to high schools in the district, and Mrs. Gallagher offered to distribute the booklets to doctors' and dentists' offices in Jo Daviess County. Mr. Block noted that Highland's student trustees have been phenomenal students also.

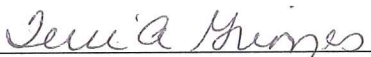
#### DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, January 15, 2019, 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. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 6:31 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