

**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 4:00 p.m. on February 19, 2019, 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 (departed 6:20 p.m.)

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 (departed 5:35 p.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (departed 6:55 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 6:20 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 6:20 p.m.); Mr. Steve Mihina, Faculty (departed 4:45 p.m.); Ms. Kate Perkins, Faculty (arrived 4:40 p.m.; departed 6:20 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:36 p.m.); Mr. Evan Talbert, Hospitality Management Instructor (arrived 4:10 p.m.; departed 6:20 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science & Mathematics (arrived 4:10 p.m.; departed 6:20 p.m.); Mr. David Esch, Physics and Engineering Instructor (departed 6:20 p.m.); Ms. Kay Ostberg, English Instructor (departed 5:06 p.m.; returned 5:11 p.m.; departed 5:44 p.m.); Mr. Paul Rabideau, Psychology Instructor (departed 5:44 p.m.); Ms. Cristina Sztterensus, English Instructor (departed 5:34 p.m.); Ms. Carol Wilhelms, Accounting Instructor (departed 6:20 p.m.); Ms. Christie Lewis, Coordinator, Staff Development and HRIS (departed 4:52 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 5:09 p.m.); Mr. Jim Phillips, Dean, Humanities, Social Sciences, & Fine Arts (departed 5:43 p.m.); Ms. Rebecca Motley, Executive Director, Greater Freeport Partnership (departed 5:43 p.m.); Ms. Miranda Goeke, Student (departed 4:33 p.m.); Mr. Jeffrey Apodaca, Student (departed 4:33 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

Mr. Endress moved and Mr. Musser seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the minutes of the November 20, 2018, regular meeting and the December 5, 2018, Board retreat, as presented. The vote being unanimous, the motion carried.

## **PUBLIC COMMENTS**

Ms. Kay Ostberg, English Instructor, thanked trustees for their support around Jane Addams, noting that tours for student groups will begin soon. She stated that she appreciates the Board of Trustees for standing up for students when it comes to tuition. She also relayed that she heard there was an unnamed list of 10 faculty members, and she believes that the list may have been a precursor to reductions in force (RIFs). She went on to state that faculty morale has been impacted, and this is particularly unfortunate when the College is gearing up for a visit from the Higher Learning Commission. She expressed her belief that if it is an issue with some faculty in terms of enrollments, she hopes they can move into another program, and she expressed her trust that all will do the best for the institution. She encouraged those present to do anything they can to alleviate mixed messages.

Ms. Miranda Goeke, a Highland student, expressed her disagreement with how the College is using the remaining bond funds and her belief that it should be more equally distributed among programs. She noted that funding should be put towards things that benefit student learning or more important academic funding rather than spending so much to improve furniture and lobbies. She believes the students care more about the areas of study than furniture upgrades. She also noted that some of the remaining bond funds are designated to purchase another alignment machine for a program that already has two machines, which makes the purchase almost redundant, and she noted that there are only two students in the program.

## **INTRODUCTIONS**

There were no introductions.

## **PRESENTATION: NORTHWEST ILLINOIS ENTERPRISE ZONE REQUEST**

Ms. Rebecca Motley, Executive Director of Greater Freeport Partnership, presented information on a proposed request to support the application for a new enterprise zone beginning in 2019 that would allow financial incentives for another 15 years, with the potential to extend for an additional 10 years. The enterprise zone covers the communities of Freeport, Lena, East Dubuque, and Hanover, as well as Stephenson and Jo Daviess Counties. The current enterprise zone expires in 2020. Ms. Motley stated that she would like the College to be part of the taxing bodies that participate in the proposed tax abatement. Mr. Hood noted that the Board's practice is to have information presented to them at a Board meeting, with action taking place at a future Board meeting. He encouraged trustees to send their questions to Ms. Grimes so that she may be the liaison to Ms. Motley regarding this request.

## **BUDGET REPORT**

Ms. Janssen explained that the Higher Learning Commission requires a process for a budget and monitoring of expenses, and also for tying the budget to the strategic plan. She noted that the Resource Allocation & Management Plan (RAMP) will be available in the next couple weeks. The budget building process will begin in March and requests will be tied to the strategic plan. Between now and the time that tuition is finalized, there will be a student forum on tuition so she will have feedback from the students on the proposed increase. She also attended a Student

Senate meeting on February 5 to discuss the proposed increase with students. She reminded trustees that tuition did not increase last year, and students currently pay \$173 per credit hour for tuition and fees, not including course fees. Her current recommendation for first reading is to increase tuition by \$5 per credit hour. Students taking 15 credit hours would pay \$5,340 for a full academic year. If there is no increase in tuition, the fund balance is projected to be at 23 percent, and with a \$5 increase, she projects the fund balance to be at 24 percent. Ms. Janssen's FY20 budget projections include the assumption that State funding will be at the same level as FY19, property tax revenue will increase two percent, enrollment will be at 33,000 credit hours, and Foundation funding at \$944,000. The College will also need to begin using the Matching Grant to support the payment of the debt certificates. The current projections include the increases required by the executive contracts, the faculty step, a seven percent increase in health insurance rates, and a savings of \$30,000 in energy efficiency. Ms. Janssen also noted that she will be looking at variable tuition for high cost programs, fees for courses that are free or at a reduced cost, and the possibility of implementing a credit card fee. At the March Board retreat, Ms. Janssen will present information from other community colleges regarding their proposed tuition increases. Mr. Musser asked how much the new minimum wage graduated increase will cost the College, and Ms. Janssen reported that it will cost the College a total of \$400,000 until 2025. She also noted that she is hearing rumblings of a proposed property tax freeze.

### **FOUNDATION REPORT**

Mr. Reinke reported that there is no better time for philanthropy, and the Foundation is in a good position to provide more support to the College. The Foundation will be transitioning from a Shindig, which has been perceived as a community party, to a gala event focused on Highland, our alums, and corporate partners. An alumni reception will be held the Friday night before the event with an open house highlighting programs. An event coordinator has been hired, and a highlight of the evening will be the presentation of a lifetime achievement award and an excellence in education award. The semi-formal event will include a plated dinner at the Wagner House, which will be held on November 1, 2019. Proceeds will likely go to support the seven pillars campaign. Mr. Reinke reported that \$42,000 has been committed from corporate partnerships through the corporate partnership campaign, with another \$35,000 in asks pending. He hopes to generate \$150,000 in corporate partnerships, and the Foundation has doubled their commitment to the Leadership Forum and Leadership Institute because of that. Mr. Reinke continues to work with Mr. Hood and leadership on plans for the comprehensive campaign to raise funds for the seven major areas, and they need to determine how the plan will be marketed. He reported that \$420,000 has been raised so far for Ag, with about \$100,000 in pending asks. A \$1 million pledge over three years has been secured, with other proposals in the works.

### **CONSENT ITEMS**

- A. Academic (None)
- B. Administration

#### **Board Meeting Schedule**

*Recommendation:* That the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2019 meeting,

which will be held on the fifth Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2019:

January 23, 2019 (4th Wednesday) – cancelled due to inclement weather

February 19, 2019

March 19, 2019

April 30, 2019 (5<sup>th</sup> Tuesday)

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

**MAIN MOTIONS**

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Forreton, Freeport, Orangeville, Pearl City, and Pecatonica High School for the 2019 – 2020 (FY20) Academic Year

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the CollegeNOW agreements, as presented, for the 2019 – 2020 (FY20) academic year for qualified students attending Forreton, Freeport, Orangeville, Pearl City, and Pecatonica high schools. 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.

2. New Program: Patient Care Technician Certificate

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the new Patient Care Technician Certificate program. 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. Compensation Philosophy

Mr. Musser moved and Mr. Shockey seconded the motion to reaffirm the Compensation Philosophy originally adopted on May 23, 2006. The roll call on the motion was as follows:

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

The vote being six ayes, no nays, and one abstention, the Chairperson declared the motion carried.

2. Authorization to Submit Updated Facilities Master Plan to the Illinois Community College Board

Mr. Endress moved and Ms. Schrader seconded the motion to authorize the submission of an updated Facilities Master Plan to the Illinois Community College Board.

Mr. Musser inquired whether the proposed bike path expansion would need to be included in the Facilities Master Plan, and Mr. Hood reported that there is a lot that has to align in order for the project to move forward. There were concerns with the original Memorandum of Understanding regarding unintended consequences. Mr. Hood has done a walk around with Mr. Jack Carey, Executive Director of the Freeport Park District, and Mr. Carey is trying to secure grant funding for the project.

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

1. Seniority Lists

Mr. Musser moved and Mr. Endress seconded the motion to approve the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render. 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. Revised Job Descriptions

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the revised job descriptions, as presented, for positions included in the classification portion of the classification and salary study conducted by Highland Community College. 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. Appointment: Coordinator, Upward Bound

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the appointment of Mr. Patrick Jackson as full-time Coordinator, Upward Bound, beginning January 8, 2019, at an annual salary of \$36,500, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY19 Upward Bound grant budget. 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.

D. Financial

1. Resolution to Approve a Locally Funded Capital Project: Greenhouse Adjacent to Building E

Mr. Musser moved and Mr. Shockey seconded the motion to approve a locally funded project, Greenhouse Adjacent to Building E, in the amount of \$200,000, as presented. 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.

2. Acceptance of Bid for Protection, Health, and Safety Projects: Building E Room #102 Agriculture Laboratory Remodel and Building M Room #120 ADA Accessibility

Mr. Musser moved and Ms. Groezinger seconded the motion to accept the low base bid meeting specifications from Larson & Larson Builders for \$260,000 for the combined projects of Building E Room #102 Agriculture Laboratory Remodel and Building M #120 ADA Accessibility projects. This bid is within the projected budget for the projects. 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. Approval of Bid for Protection, Health, and Safety Project: Interior Lighting Energy Efficiency

Mr. Musser moved and Ms. Schrader seconded the motion to authorize acceptance of the low base bid meeting specifications from Tri-City Electric in the amount of \$405,275 for the Interior Lighting Energy Efficiency project. This bid is within the projected budget for the project.

Mrs. Gallagher expressed her concern about having to go out of state to get the lowest bid, but stated she recognizes that the College does have to do what is fiscally sound.

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. First Reading – Tuition

Mr. Shockey moved and Mr. Endress seconded the motion to consider for the first reading an increase in the in-district tuition rate from \$141.00 per credit hour to \$146.00 per credit hour effective Fall semester of 2019. In addition, it is recommended that Board of Trustees considers for the first reading an increase in the senior citizen rate from \$106.00 to \$111.00 per credit hour effective Fall

semester 2019. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2019 tuition rates at community colleges contiguous to Highland have been determined.

Mr. Shockey questioned whether the first dollar figure in the second paragraph under "Background" was correct, and Ms. Janssen reported that it should be \$146, not \$148, however, the numbers in the "Recommendation" were correct. Ms. Schrader stated that students are wondering if there are other areas that could be changed so that the burden is not on the students. Trustees also relayed concerns that the original funding formula was set up as a three-legged stool, and the third leg of the stool (State funding) has disappeared. Mr. Shockey raised a concern regarding depending on the Matching Grant to balance the budget, stating that the Matching Grant was set up to be a safety net, and we must find ways to not just draw down money from the safety net. Mr. Musser stated that we need to look at the whole budget and what it will look like in five years with different revenue streams, and how we can start leveraging the State more. Mr. Block stated that he has never been a fan of cutting the way to prosperity, and that anytime we cut classes, it affects students. Mr. Endress also noted that a lot of the funding labeled "Foundation" are funds that the trustees' predecessors raised as part of a funding plan. Ms. Schrader also expressed a concern that an increase in tuition might affect enrollments.

The roll call on the motion was as follows:

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

The vote being five ayes and two nays, the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report – November 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 November 2018 bills, including Board travel, in the amount of \$250,425.18, Automated Clearing House (ACH) debits W0000498 through W0000503 amounting to \$45,704.85, Other Debits D0000086 amounting to \$77.36, and Electronic Refunds of \$33,781.83, with 8 adjustments of \$2,687.35, such warrants amounting to \$327,301.87. Transfers of funds for payroll amounted to \$569,825.29. 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 and the Resolution adopted.

6. Payment of Bills and Agency Fund Report – December 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 December 2018 bills, including Board travel, in the amount of \$546,896.87, Automated Clearing House (ACH) debits W0000504 through W0000508 amounting to \$40,051.50, International Wire Transfer debits I0000001 of \$1,846.54, Other Debits D0000087 amounting to \$34,900.00, and Electronic Refunds of \$56,527.30, with 4 adjustments of \$2,239.00, such warrants amounting to \$677,983.21. Transfers of funds for payroll amounted to \$557,763.83. 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 and the Resolution adopted.

6. Payment of Bills and Agency Fund Report – January 2019

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 January 2019 bills, including Board travel, in the amount of \$657,106.94, Automated Clearing House (ACH) debits W0000509 through W0000514 amounting to \$37,359.31, Other Debits D0000088 amounting to \$42.88, and Electronic Refunds of \$6,398.00, with 1 adjustment of \$150.00, such warrants amounting to \$700,757.13. Transfers of funds for payroll amounted to \$462,061.93. 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.

## REPORTS

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance  
There was no additional report.

### Student Trustee

Ms. Schrader stated that she learned a lot at ACCT's National Legislative Summit and Washington, DC was amazing. She also reported that the Illinois Senate has approved making Freeport an Abraham Lincoln Heritage Area. She went on to express concerns that, from a

student's perspective, when it gets icy, especially parking lot "A", it is very dangerous and inconvenient to maneuver, making it very difficult. Ms. Groezinger supported Ms. Schrader's comments, noting that the parking lot was a sheet of ice during a recent agriculture event, and she asked if sand or lime could be put down in those situations. Mr. Anderson reported that this has been a very unique winter. It is not a policy to salt the lots, but if it is more important to salt them, the expense will need to be built into the budget next year. Mr. Hood reported that he directed maintenance to put salt where they did not normally and also directed them to order more salt, and we need to find better ways to take care of the ice. Ms. Groezinger asked if the work could be contracted out, and Mr. Shockey expressed his belief that we revisit the issue of trying to do everything ourselves.

#### Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that the committee will meet on March 6 after the Board retreat.

#### ICCTA Representative

Mr. Endress reported that the last ICCTA meeting was held in Washington, DC during ACCT's National Legislative Summit, and some people also attended by phone. Ms. Groezinger reported that the information discussed was very solid, informative, and valuable.

#### Board Chair

There was no report.

#### Administration

Ms. Kuberski reported that an external reader reviewed our HLC Focused Report and final edits are being made this week. Once the report is submitted, it will be made available to campus. Ms. Kuberski is planning to offer report highlight sessions for faculty and staff the week after spring break. She thanked all who contributed to the Focused Report, especially Ms. Gerber and Dr. Misty Thuman, who wrote sections of the report. Ms. Kuberski reported that she and the deans have identified focus areas that will be targeted by marketing and recruitment in an effort to boost enrollment for Fall 2019. Deans and faculty members in those low enrolled areas have also created strategies to improve enrollment in these low enrolled areas. Each area has developed a different strategy, such as creating certificates, offering courses online, and working with CareerTEC and high schools to create partnerships and funnel students here. These focus areas include Accounting, Auto Body, Auto Mechanics, Early Childhood Education, Hospitality, Mechatronics, Art, Spanish, and Physics. The intent of this identification is to provide support and create stronger enrollments by Fall, and it is important that the Board is aware of these efforts.

Ms. Janssen reported that the College will undergo inventory on spring break and an asset list will be created. She and others will be meeting with staff so they are aware of what they should prepare for.

Mr. Anderson reported that faculty are trying to find ways to play catchup with the number of missed days due to inclement weather. Office Technology will be open this Saturday, and faculty want to see students have as much poured into them as possible. He also thanked trustees for their direction earlier in the meeting regarding using salt, and Mr. Hood also noted the need to also consider the safety of faculty and staff.

Ms. Ferguson will attend Highland's part-time job fair next Tuesday.

Ms. Gerber reported that Cabinet has been busy assessing progress on the strategic plan goals as we approach the midpoint of the strategic plan. Administrative reports will continue to be connected to the strategic plan.

Mr. Hood has been working with Ms. Rebecca Motley, Mr. Scott Anderson, and others to launch a Workforce Development Committee. There will be multiple partners on the committee, including Greater Freeport Partnership, local business and industry, staff, HomeStart, United Way, public services, Illinois Department of Employment Security, high schools, and others. This will be in concert with Linking Talent with Opportunity. The first meeting of the Workforce Development Committee will take place on March 5 at 4:30 p.m., to launch both short- and long-term planning. Mr. Hood also reported that a student leadership conference was held on campus this past Saturday, with 170 High School Servant Leadership students and 50 full-time students attending. The event included phenomenal speakers, and Mr. Hood will send information out in a campus-wide report next week. Mr. Steven Cole also gave a presentation on campus today, portraying Frederick Douglass, as part of a celebration for Black History Month. The Regional Office of Education recently sponsored a seminar on campus on Generation Z. The Alumni Association has been meeting, and they are sponsoring a Rise 'n Shine breakfast on May 2 at 7:30 a.m. This year's featured area will be Humanities, Social Sciences, & Fine Arts, and Mr. Hood thanked Mr. Evan Talbert, Hospitality Management instructor, for rising to the occasion to help provide excellent service to our guests. He also thanked everyone who has been helping to make decision-making more inclusive. Two current focus areas are looking at more ways to embrace inclusiveness in shared governance, and a plan for making up missed academic days in excess of five due to inclement weather. The College needs to provide a plan to the Illinois Community College Board by the end of the semester, and Mr. Hood will be working with faculty and staff on the plan.

#### Strategic Plan

Ms. Gerber provided the final report on the phlebotomy goal. As a result of the last Personal Assessment of the College Environment (PACE), a group decided the College needs more project management tools. As each project is completed, a written report will be provided that includes the results. Ms. Kuberski provided an update on the strategic plan goal related to transitional math, noting that there has been a lot of interest from the area high schools following the Transitional Math Summit. Ms. Gerber noted that she has a draft of the next strategic planning cycle that will be presented at the Board retreat.

#### **ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES ANNUAL LEADERSHIP CONGRESS 2018**

Trustees reported on their attendance at the ACCT Annual Leadership Congress last October. Some topics included understanding what and who we are serving; how to actively increase enrollment; the return on investment of marketing to high school students; eight-week versus 16-week classes; and, understanding what businesses need and building the curriculum to support that. Mrs. Gallagher provided a written report on her attendance at ACCT, which was in trustees' folders.

Mr. Hood reported that workforce development is critical to our mission but Greater Freeport Partnership is limited to Stephenson County. He has introduced Ms. Motley to Ms. Lisa McCarthy, Executive Director of Northwest Illinois Economic Development (NWILED), and Mr. Hood, Ms. McCarthy, and Ms. Motley are having conversations regarding dovetailing his work so that it serves all four counties.

### **OLD BUSINESS**

#### *Digital Signs at College Entrances*

Mr. Hood reported that the proposed digital signs were a bond project that was initially approved at a cost of around \$100,000 for two signs. The project had been tabled due to timing, but it is still on the list of approved projects. Ms. Gerber reported that the College is in the middle of a branding study, which will likely result in a refresh of some College signs. Mr. Hood noted that when funds are reallocated from one bond project to another, there needs to be some connection to the project originally approved. Mr. Endress stated that he believes the proposal included two signs of the same size, with a smaller sign at the Barn, and he believes the College could get by with a larger sign at the main entrance and smaller signs at the other two entrances. Mr. Hood noted that the timing of installing the signs is questionable and could cause backlash, and he believes the College could reframe the allocation toward things that could repurpose the money. Ms. Gerber reminded trustees that Columbia College and the YMCA offered to give money to the College toward the third sign if they could have access to using it.

#### *Use of Remaining Bond Funds*

Information was sent to trustees via email along with the recommendations by Full Cabinet regarding the projects to be moved on as a result of leftover bond funds. There are approximately 30-plus members on Full Cabinet that weighed in on the reuse of the remaining bond funds. Items not funded will stay on the list and will also go on the Foundation fundraising list. Mr. Hood reported that the Mass Communication project is one that will likely be funded.

At 6:20 p.m., the Chairperson declared a recess; at meeting resumed at 6:28 p.m.

### **CLOSED SESSION**

Mr. Shockey moved and Mr. Musser 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  
NAYS: None

At 6:30 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 7:08 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### ACTION, IF NECESSARY

No action was necessary following Closed Session.

### NEW BUSINESS

#### *Appoint Trustees to Review Closed Session Minutes*

Mr. Block appointed Dr. Jennings and Mr. Musser to review the Closed Session minutes this year.

#### *Enrollment Reports*

Mr. Block requested that the enrollment reports be sent to trustees less often and with benchmarks for comparison. Currently trustees receive the enrollment reports weekly. Mr. Musser stated that he would like to see the reports but also wants to see reimbursable credit hours and how those are moving semester by semester. Ms. Kuberski reported that 10<sup>th</sup> day information is collected by the state and at the end of the semester, and there is also a withdrawal day the 12<sup>th</sup> week.

Dr. Thruman may be able to provide better information. Ms. Kuberski noted that the SUSR report might also be good information for trustees. Following discussion, Ms. Groezinger, Mr. Musser, and Mr. Shockey asked that they continue to receive the weekly reports.

#### *Branding*

Ms. Groezinger asked if trustees could be included in branding. There have been external suggestions to take “community” out of the College’s name. Mr. Musser asked how that fits into the larger conversation about marketing, and he expressed his concern that the new website was never launched, and now there is a survey that was launched and trustees were not informed.

Mr. Hood reported that he asked to have the idea of removing “community” incorporated into the survey information, but he wants to be careful not to frame this as something that the College is going to do. Some issues do not dig deep enough and not enough people are being interviewed, and he noted that the discussion is still evolving. Mr. Block, reported that if the College is going to take “community” out of its name, it should be a Board decision. Mr. Shockey responded that the College has bigger issues than whether “community” is in its name or not, noting that we have a \$1.2 million deficit. Communication is huge and trustees would rather hear the information at a Board meeting than out in the community. Mr. Hood noted that the Foundation currently has a potential \$100,000 gift in process toward exploring this work and there will be more discussion at the Foundation Development & Planned Giving meeting on Friday. He went on to state that just because there is a major donor that wants to do this, it does not mean that it will be done.

Mr. Block also noted that this needs to be spearheaded and led by the Board, not the Foundation or a donor. Mr. Musser also noted that the College doesn’t have good slicks, glossies, or other marketing materials to leave behind. This will all be discussed at the March 6, 2019, quarterly Board retreat.

**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, March 19, 2019, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on Wednesday, March 6, 2019, at 8:30 a.m. in H-206 in the Student/Conference Center on the Highland campus.

**ADJOURNMENT**

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 7:36 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