

**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 March 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, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Erin Schrader (departed 6:12 p.m.)

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Steve Mihina, Faculty (departed 4:47 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:16 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:28 p.m.); Mr. Shawn Boldt, Candidate for Board of Trustees (departed 4:16 p.m.); Mr. Andy Shaw, Administrator, Lee Ogle Enterprise Zone (departed 4:26 p.m.); Ms. Joan Miller, Coordinator, Academic Technology Resources (departed 4:46 p.m.); Mr. Pete Fink, Director, ITS (departed 4:46 p.m.); Mr. Brad Hart, Big Radio (arrived 5:11 p.m.; departed 5:28 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Musser moved and Mr. Shockey seconded the motion to approve the minutes of the February 19, 2019, regular meeting, as presented. Dr. Jennings indicated he wished to abstain. The vote being seven ayes, no nays, and one abstention, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**INTRODUCTIONS**

There were no introductions.

### **PRESENTATION: LEE OGLE ENTERPRISE ZONE REQUEST**

Ms. Janssen introduced Mr. Andy Shaw, Lee Ogle Enterprise Zone Administrator, who presented information on the Lee Ogle Enterprise Zone. Mr. Shaw note that they recently received certification to expand the zone into Mt. Morris, where a 100 acre farm is targeted for expansion. The enterprise zone includes a six-year abatement schedule at 50 percent beginning with the first full year of assessment. Mr. Hood explained that the Board has embraced opportunities such as this and, barring any unforeseen circumstances, the request will be presented to trustees for approval at a future Board meeting.

### **BUDGET REPORT**

Ms. Janssen explained that she is trying to be transparent and ensure that people know about the budget process. The Resource Allocation & Management Plan (RAMP) document has been put on the G: drive so it may be accessed by faculty and staff. A presentation similar to the one Ms. Janssen provided at the retreat was provided at a recent Full Cabinet meeting. Budget manager meetings will be held in April and will include information on how to fill out the budget forms. Ms. Janssen has also added information to the worksheet that includes whether or not the request supports assessment, operational improvements, or the strategic plan. Once again, zero-based budgeting will be used for travel and meeting expenses, and Ms. Janssen will try to eliminate earmarking of travel funds in the budget that usually are not necessary. She will provide updates to trustees on the FY20 budget building process. At this point, Ms. Janssen is unaware of what the funding amount will be for the Illinois Veterans' Grants in FY20.

### **FOUNDATION REPORT**

Mr. Reinke reported that the Foundation has been working hard on corporate partnerships, and today two more partnerships were obtained, bringing the total to \$76,000. There are also 15 corporate partnership asks out for a total of around \$40,000. Mr. Reinke reported that there will not be a Friday night open house in conjunction with the upcoming gala, and instead the Foundation will focus on the gala event, which will be called "HCC Legacy Gala ... Celebrating Partnerships in Education." Mr. Del Scheider will also be honored at the event, which will feature a live and silent auction, with a focus on students, programs, and distinguished alums. Mr. Reinke will ask the College for support for the gala in a number of different ways. A donor has stepped forward to offer an alumni scholarship. So far, \$353,000 has been raised in restricted and unrestricted funds, with an additional \$525,000 in the pipeline, including a significant naming gift for the nursing program. Over \$420,000 has been raised for ag, with another \$60,000 in the pipeline. The ag goal has now been raised to \$760,000. The recent annual appeal raised just over \$18,000. Mr. Block remarked that the Foundation is a huge part of the College's budgeting process.

### **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 Spring 2019.

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, Jennings, Musser, Groezinger, Gallagher,  
Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic

1. New Program: Horticulture Certificate  
Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve the new Horticulture Certificate program, as presented. 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. New Program: Precision Agriculture Certificate  
Dr. Jennings moved and Mr. Musser seconded the motion to approve the new Precision Agriculture Certificate program, 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.

3. New Program: Commercial Applicator Certificate  
Ms. Groezinger moved and Mrs. Gallagher seconded the motion to approve the new Commercial Applicator Certificate program, as presented.

Ms. Groezinger stated that she would like to see the program tweaked to be completed in perhaps four weeks to meet area needs, and Mr. Anderson reported that a part-time instructor may need to be hired to teach the condensed schedule. 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.

4. New Program: Agriculture Technician Certificate

Mr. Endress moved and Dr. Jennings seconded the motion to approve the new Agriculture Technician Certificate program, 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.

5. 2019 – 2022 Calendar

Mr. Shockey moved and Mr. Musser seconded the motion to approve the 2019 – 2022 calendar, as presented. 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.

B. Administration

1. First Reading – Revised Policy Manual Appendix: Information Technology Services Acceptable Use Guidelines

Dr. Jennings moved and Mr. Musser seconded the motion to approve for first reading the revised appendix to the Policy Manual, Information Technology Services Acceptable Use Guidelines, as presented. 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.

C. Personnel (None)

D. Financial

1. Interfund Transfer from the Auxiliary Fund to the Operating Fund

Ms. Groezinger moved and Ms. Schrader seconded the motion to approve the transfer of \$500 from the Auxiliary Fund to the Operating Fund to support the Food Pantry. 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.

2. Interfund Transfer from the Auxiliary Fund to the Operating Fund

Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of \$955 from the Auxiliary Fund to the Operating Fund for the Hospitality program. 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.

3. Interfund Transfer from the Auxiliary Fund to the Operating Fund

Mr. Musser moved and Dr. Jennings seconded the motion to approve the transfer of \$1,150 from the Auxiliary Fund to the Operating Fund to support the "It Takes Three to Tango" student event. 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.

4. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund

Ms. Schrader moved and Mr. Musser seconded the motion to approve the transfer of \$3,080.08 from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre. 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.

5. Approval of Purchase Agreement with Mohawk Resources Ltd. for an Auto Aligner System

Ms. Groezinger moved and Mr. Musser seconded the motion to approve the purchase agreement with Mohawk Resources Ltd., as presented, for a turn-key educational auto aligner system in the amount of \$30,942.31. 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.

6. Approval of Contract with Panopto, Inc. for Services and Training of a Hosted Video Management Solution

Mr. Musser moved and Mr. Shockey seconded the motion to approve a three-year contract with Panopto, Inc., for the services and training of a hosted video management solution at a total cost not to exceed \$50,070. 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.

7. Third Reading – Tuition

Dr. Jennings moved and Mr. Musser seconded the motion to consider for third 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 the Board of Trustees considers for third 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.

Ms. Janssen reported that the range of proposed increases at other Illinois community colleges is between \$1 and \$12 per credit hour. In addition, some community colleges are starting variable tuition for career and technical education courses at \$25 per credit hour. She noted that she is unable to measure how the proposed \$5 tuition increase would impact enrollment, and Mrs. Gallagher stated that she would encourage students to take advantage of scholarships. Mr. Hood stated that with an increase in State funds, as well as new enrollments that are being cultivated now, the College will reserve the right to lower tuition in the future. He sees the proposed increase as a safeguard for level funding at best. He also noted a group is looking at variable tuition for higher cost programs. He did receive an email from some students asking not to raise tuition.

The roll call on the motion was as follows:

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

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

8. Resolution Allowing for Companies to Receive Property Tax Abatements on Real Property Located in the Northwest Illinois Enterprise Zone

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the Resolution, as presented, allowing for companies to receive Property Tax Abatements on real property located in the Northwest Illinois Enterprise Zone, subject to the limits outlined in the Resolution. 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.

9. Appointment of Auditor for Fiscal Year 2019

Mr. Endress moved and Mr. Musser seconded the motion to approve the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2019 at a cost not to exceed \$47,000. The audit will encompass all funds of Highland Community College, including State and Federal grant funds. 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.

10. Payment of Bills and Agency Fund Report

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2019 bills, including Board travel, in the amount of \$1,136,098.00, Automated Clearing House (ACH) debits W0000515 through W0000520 amounting to \$22,533.54, Other Debits D0000089 amounting to \$38.48, and Electronic Refunds of \$56,733.24, with 7 adjustments of \$135.00, such warrants amounting to \$1,215,268.26. Transfers of funds for payroll amounted to \$589,933.60. 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.

## REPORTS

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance  
Mr. Block encouraged trustees to contact Ms. Janssen if they had questions about the budget.

### Student Trustee

Ms. Schrader reported that there has been interesting conversations about the Highland mobile app and the general consensus is that it is not user friendly. She encouraged the College to look at this as other social media platforms are integrated. Ms. Gerber will take this concern to Mr. Kevin Li, Database Administrator/System Administrator. Ms. Schrader announced that performances of "Stop Kiss" will be presented on April 5 and 6. There is free admission to this student-directed play, however, donations will go to an LGBT safe house.

### Audit & Finance Committee Co-Chairs

The next meeting of the Audit & Finance Committee will be held after the June quarterly retreat.

### ICCTA Representative

There is a proposal to ICCTA to support allowing community colleges to invest surplus funds in a more aggressive manner, and Mr. Endress will rely on Ms. Janssen to provide feedback to him on what ICCTA should support. He passed around a copy of a synopsis of Governor JB Pritzker's "Fair Tax" graduated income tax plan. During the ICCTA trustee roundtable, trustees discussed ways to appeal to a broader student base, continuing with a separate Presidents' Council group or folding it into ICCTA, and how community colleges are adjusting to the scheduled increases in the minimum wage. The Friday seminar focused on enrollment trends, and Mr. Endress will send Ms. Grimes the presentation to distribute to trustees. He noted that the College is not alone in declining enrollments. In FY17, the State provided 16 percent of funding for community colleges, while real estate taxes and tuition accounted for 44 percent and 40 percent respectively. Governor Pritzker's budget includes a five percent increase in funding, including Equalization and funding for Adult Education. Mr. Endress reported that ICCTA's legislative consultants both believe there is a better than 50 percent chance of the SURS three percent rule being changed back to six percent. ICCTA is currently seeking nominations for officers. The ICCTA Northwest Region meeting is scheduled for April 3 at Illinois Valley Community College, and Mr. Hood and Mr. Endress will attend. Applications for the ICCTA Executive Director position closed yesterday, and a meeting will be held in Springfield to review applications. The top candidates will be interviewed on April 29 and 30, with finalist interviews on May 20. It is hoped that the new executive director will be introduced at the ICCTA annual meeting in June. At the March meeting, Ms. Barb Oilschlager, who is currently ACCT State Coordinator, and Mrs. Gallagher were recognized for their service. Mrs. Gallagher reported that the ICCTA Awards Committee met and there are many outstanding nominees.



### Board Chair

There was no report.

### Administration

As a follow-up to the quarterly retreat, Ms. Kuberski provided a one-page overview of the HLC Focused Report. Meetings will be held with faculty and staff on March 26 and 27 in preparation for the visit in April. Information will be handed out at those meetings, with a question and answer session closer to the visit. The schedule for the visit should be finalized by the end of next week. All CareerTEC vocational faculty will have their assessments completed by April 12. The HLC reviewers would like to meet with some Board members on Monday, April 29, at noon for a session on strategic planning. It was determined that Mr. Block and Mr. Musser will attend the session. HLC also asked that external strategic planning members be included in the meeting. A pre-meeting will be held a week or two prior to April 29 to review what has been done to date. Five people will be attending the upcoming HLC annual conference including Ms. Kuberski, Mr. Hood, Dr. Chelsea Martinez, Ms. Cristina Szyterensus, and Mr. Jim Phillips. The Medical Assistant accreditation site visit is scheduled for March 28 and 29. Nursing pass rates have increased, and there is much to be said for the changes the nursing faculty have made to increase the pass rates.

Ms. Janssen reported that the College is partnering with the Red Cross for shelter for victims of the flood. Salvation Army is providing food, and the Sheriff's Department will monitor the area. There are 24 people currently using the shelter at Highland, which will close this Thursday evening, with cleanup on Friday.

Mr. Anderson announced that there is a lot of activity with Business Institute, and he taught a class this morning at FA Smith in Oregon. He also reported that the Business and Technology faculty are doing multiple things to help students catch up from snow days.

Ms. Gerber reported that Student Services met today regarding learning domains in their area. She also reported that Ms. Marilyn Smit of M45 had a significant loss in her family so Ms. Gerber was unable to get an update on the survey.

Mr. Hood stated that the most critical content in his report happened after the Board packet went out. He is very optimistic about the momentum of Linking Talent with Opportunity, and he is very excited about the promise that brings. The keynote speaker at the recent meeting of the presidents, chief academic officers, and chief student services officers centered on the greatest promise being career pathways. The bulk of the partnering begins now in terms of crafting pathways for students, reaching students at younger ages. Mr. Hood will begin meeting much more extensively with faculty and staff as the next week approaches. He reported that he attended an event for art students who want to build their portfolios. Highland was represented by Ms. Loretta Swanson, and Mr. Hood did an interview with local media. On Friday, a group of international visitors from Armenia visited the College and met with a number of faculty and staff. The national dignitaries were sent to the US to learn more about online education. Mr. Hood expressed his thanks to all who made concerted efforts to strengthening existing programs and cultivating opportunities. He noted that students are very involved this academic year, and they care about what goes on here. A discussion in a recent Full Cabinet meeting centered on inviting students to be more involved in standing committees. Mr. Hood and Mr. Anderson visited the CTE Academy yesterday and met

with Director Kris Hall to discuss what the College and the CTE Academy can do to collaborate. The last stage production on Jane Addams was held recently and was very innovative. Mr. Hood was very impressed and applauded all who had anything to do with the production. Mrs. Gallagher expressed her appreciation for Highland sponsoring a table at the Northwest Illinois Economic Development annual meeting, and she encouraged those attending to sit at different tables and not sit together at this event in the future. Mr. Hood noted that he and Mr. Evan Talbert, Hospitality instructor, had an opportunity to meet with the CEO and key administrators at Eagle Ridge regarding a pipeline for their employees.

Mr. Block noted that in the past, the College has been very dependent on high school counselors for sending students to Highland and that combining dual credit courses with pathways is not dependent on counselors. The Ag department recently invited the counselors in to see their program. Businesses want people interested in what we are doing.

Ms. Ferguson announced that a presentation was made on campus today on accountability and resiliency as part of professional development. The biggest struggle discussed was enrollment and the budget, and part of the session also focused on these issues.

#### Strategic Plan

Ms. Gerber reported that the College hosted a 21<sup>st</sup> Century Learning workshop, and Ms. Kuberski provided an update on the related strategic plan goal.

At 5:28 p.m., the Chairperson declared a recess; the meeting resumed at 5:40 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: Jennings, Musser, Groezinger, Gallagher, Shockey, Block, Endress,  
Schrader  
NAYS: None

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

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

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

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

**ACTION, IF NECESSARY**

No action was necessary following Closed Session.

**OLD BUSINESS**

Dr. Jennings asked for information from trustees for the updated list of acronyms.

**NEW BUSINESS**

The April 30 organizational Board meeting will be moved to Monday, April 29, to accommodate schedules.

**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Monday, April 29, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on Wednesday, June 5, 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 6:41 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