

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

PRESENT BOARD AS ORGANIZED

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 4:07 p.m. on April 29, 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.

ROLL CALL

The following members were present: Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Erin Schrader

The following members were absent: Mrs. Diane Gallagher and Mr. David Shockey

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; Mr. Steve Mihina, Faculty; Mr. Jeff Reinke, Executive Director, HCC Foundation; Ms. Leslie Schmidt, Director, Marketing & Community Relations; Ms. Jane Lethlean, Communication Specialist; Mr. Shawn Boldt, Trustee-Elect, and Family Members Ms. Kim Boldt, Ms. Hannah Boldt, and Mr. Brennen Boldt; Ms. Alyssa Stevens, Digital Media and Creative Specialist; and, Ms. Terri Grimes, Board Secretary

APPROVAL OF MINUTES

Mr. Musser moved and Mr. Endress seconded the motion to approve the minutes of the March 6, 2019, Board retreat and Audit & Finance Committee meeting, and the March 19, 2019, regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES ELECTION HELD APRIL 2, 2019

Ms. Groezinger moved and Dr. Jennings seconded the motion to approve the Resolution regarding the results of the April 2, 2019 election, which show that Mr. James G. Endress received 4,193 votes, Mr. Shawn Boldt received 3,977 votes, and Mr. Jim Stadermann received 3,186 votes. The roll call on the motion was as follows:

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

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

COMMENTS FROM OUTGOING TRUSTEE

Mrs. Gallagher was unable to attend the meeting and will be invited to the May regular meeting to be recognized.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Schrader thanked trustees, noting that as a new student trustee, it is easy to come in and be nervous, intimidated, and scared, but she always felt trustees were invested in helping her learn. She reported that the trip to Washington, DC for the National Legislative Summit was arguably the most life-changing experience. She encouraged trustees to not forget the students, as they are the priority and most important part of the College, and she thanked trustees for taking what the students said into consideration. She concluded her remarks by stating that it was a privilege to serve with Ms. Groezinger.

Mr. Block stated that the student trustee is always held in the highest regard, always an asset, and the student trustees' comments were always very well done. He provided an overview of Ms. Schrader's activities while attending Highland, including playing "Dorothy" in *The Wizard of Oz*, and recently receiving the Citizenship award at the student leadership breakfast. Mr. Block presented Ms. Schrader with a token of appreciation on behalf of the Board.

OTHER

There was no other business.

ADJOURNMENT SINE DIE OF OLD BOARD

Dr. Jennings moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 4:13 p.m., the vote being unanimous and there being no other business, the Chairperson declared the meeting adjourned sine die.

Respectfully submitted,



Terri A. Grimes, Board Secretary
Illinois Community College District No. 519

ORGANIZATIONAL MEETING – CONVENING OF NEW BOARD

The organizational meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 4:13 p.m., on April 29, 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.

ROLL CALL

The following members were present: Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Mr. Shawn Boldt

The following members were absent: Mr. David Shockey

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 4:47 p.m.); Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Mr. Scott Anderson, Vice President, Business Technology, and Community Programs; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:51 p.m.); Mr. Steve Mihina, Faculty (departed 4:42 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:34 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:25 p.m.); Ms. Jane Lethlean, Communication Specialist (departed 4:44 p.m.); Ms. Kim Boldt (departed 4:15 p.m.), Ms. Hannah Boldt (departed 4:15 p.m.), and Mr. Brennen Boldt (departed 4:15 p.m.), family members of Mr. Shawn Boldt; Ms. Alyssa Stevens, Digital Media and Creative Specialist (departed 4:44 p.m.); Ms. Erin Schrader, former Student Trustee (departed 4:23 p.m.); Ms. Kate Perkins, Faculty Senate President (arrived 4:59 p.m.; departed 5:25 p.m.); Ms. Jennifer Roser, Criminal Justice Instructor (arrived 4:59 p.m.; departed 5:25 p.m.); Mr. Brad Hart, Big Radio (arrived 4:52 p.m.; departed 5:25 p.m.); and Ms. Terri Grimes, Board Secretary

SEATING OF NEWLY ELECTED TRUSTEES

Mr. Jim Endress and Mr. Shawn Boldt, newly-elected trustees, were sworn in and seated.

BOARD REORGANIZATION AND ELECTION OF OFFICERS

Mr. Musser nominated Mr. Endress to serve as Chair of the Board, and Ms. Groezinger seconded the nomination. Mr. Block asked if there were any other nominations and there were none. Dr. Jennings moved and Mr. Musser seconded the motion that nominations be closed. The vote being unanimous, the nominations were declared closed. Mr. Block asked for a vote to elect Mr. Endress Chair of the Board. The vote being unanimous, Mr. Block declared the motion carried.

Dr. Jennings nominated Mr. Musser to serve as Vice Chair of the Board, and Mr. Endress seconded the nomination. Mr. Block asked if there were any other nominations, and there were none. Dr. Jennings moved and Mr. Endress seconded the motion that nominations be closed. The vote being unanimous, Mr. Block declared the motion to close nominations carried. Mr. Block

asked for a vote to elect Mr. Musser Vice Chair of the Board. The vote being unanimous, Mr. Block declared the motion carried.

Mr. Endress nominated Ms. Terri Grimes to serve as Secretary of the Board, and Dr. Jennings seconded the motion. Mr. Block asked if there were any other nominations and there were none. Dr. Jennings moved and Mr. Musser seconded the motion that nominations be closed. The vote being unanimous, Mr. Block declared the motion to close nominations carried. Mr. Block asked for a vote to elect Ms. Terri Grimes Secretary of the Board. The vote being unanimous, Mr. Block declared the motion carried and turned the gavel over to Mr. Endress, newly elected Chair.

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

Dr. Jennings moved and Mr. Musser seconded the motion to approve the recommendation that the Board of Trustees set the regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. through April 2021. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) on the second floor of the Student/Conference Center on the Highland Community College Campus in Freeport, Illinois. The roll call on the motion was as follows:

AYES	Block, Endress, Jennings, Musser, Groezinger, Boldt
NAYS:	None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Ms. Erin Schrader, former Student Trustee, commented on the recent tuition increase, noting that the secretary and treasurer of Student Senate put together a petition of 120 students rejecting the increase. She stated that almost one-third of withdrawals and dropouts are due to students being unable to pay tuition, and some of Ms. Schrader's friends are working two jobs and now attending part-time instead of full-time due to the cost. She concluded her remarks by stating that students are the most important part of the institution and it is easy to get caught up in finances.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen reported that she has been holding meetings with budget managers, and there are about 50 people directly involved in the meetings. The budget managers then share the information with their work groups and committees. In FY20, travel and meeting line items will

not end up being what is requested. Every year about 30 percent less is spent than what is requested, so Ms. Janssen will centralize these areas in FY20 and make cuts on paper to reflect how the dollars are actually spent. A budget work session will be held prior to the July and September meetings. Ms. Janssen also reported that a work group is meeting on variable tuition, looking at what other colleges are doing. At the June retreat, she will share details with trustees. The earliest that variable tuition could be implemented would be Spring 2020, and there would be a limited number of courses.

FOUNDATION REPORT

Mr. Reinke thanked Mr. Block as outgoing Chair. Mr. Reinke reported that he has secured the services of the Angeletti Group, a consulting firm on the East Coast that has done a lot of work with higher education. They will look at the amount of dollars raised in the past, the donor database, and the potential to raise significant dollars. Mr. Angeletti will interview some trustees to talk about philanthropy and development in the College. The “end game” will be a blueprint for where the Foundation will go with the campaign. Mr. Reinke stated that he will send “deliverables” to Ms. Grimes to send out to trustees. He reported that corporate partnerships are currently at \$102,000. Proceeds from the Leadership golf outing and gala will fund programs and needs of the College, and the gala’s proceeds will go to the Major Gift Campaign. The golf outing is scheduled for June 3 at the Freeport Club, and Mr. Reinke expects to have 144 golfers participate. Mr. Todd Weegens and Mr. Jim Berberet are co-chairing the event. There will also be online bidding of auction items at the event. The gala, which is a new event with a new purpose, will be different than the Shindig. Mr. Reinke and Ms. Leslie Schmidt are working on the brand of the gala, and he would like to use the event to highlight students and programs, and to engage alums. A Lifetime Achievement award will be presented, and an Alumni scholarship has been established, with an initial commitment of \$25,000. The Foundation newsletter will be sent out next week, but Mr. Reinke would like to be sure that the logo, brand, and concept of the gala are right first. He closed his presentation by asking trustees for 10 minutes of their time at the upcoming Board retreat.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Durand School District #322, Lena-Winslow High School, and Warren School District #205
Recommendation: That the Board of Trustees approves the CollegeNOW agreements for qualified students attending Durand School District #322, Lena-Winslow High School, and Warren School District #205. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

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)

Dr. Jennings 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, Bold, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel (None)

D. Financial

1. Resolution Approving Participation in the Lee Ogle Enterprise Zone

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the Resolution, as presented, approving participation in the Lee Ogle Enterprise Zone and allowing for taxes on real property levied by the College to be abated on property located within the boundary of the Enterprise Zone as certified by the Department of Commerce and Economic Development (“the Department”) and upon which new improvements have been constructed. In accordance with the Resolution, abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel.

Dr. Jennings asked if trustees ever followed up on the enterprise zones, and Mr. Endress responded that the College could occasionally ask the enterprise zone representative if anyone had taken advantage of the tax abatement.

The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Boldt, Block, Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Proposal for Educational Grade Firearm Simulation Training System from TI Training Corp

Mr. Musser moved and Ms. Groezinger seconded the motion to accept the proposal, as presented, from TI Training Corp for an educational grade firearm simulation training system from TI Training Corp in the amount of \$34,850. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Boldt, Block, Endress, Jennings
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Approval of Lease of Four 15-person Shuttle Buses

Dr. Jennings moved and Mr. Musser seconded the motion to approve entering into a five-year lease contract with Santander Bank, through Midwest Transit Equipment Inc., for the use of four 15-person shuttle buses at a cost of \$695 per month per unit, plus any mileage overage charges.

Mr. Boldt asked whether the College would be able to stay within the mileage limits, and Mr. Anderson reported that he is confident the College will be able to do so. Athletics is the biggest user of the buses, and there are several months during the summer when usage drops because teams are not travelling.

The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Block, Endress, Jennings, Musser
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Payment of Bills and Agency Fund Report

Dr. Jennings 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 March 2019 bills, including Board travel, in the amount of \$825,179.64, Automated Clearing House (ACH) debits W0000521 through W0000525 amounting to \$55,086.96, Other Debits D0000090 amounting to \$34.02, and Electronic Refunds of \$28,226.81, with 5 adjustments of \$229.77, such warrants amounting to \$908,297.66. Transfers of funds for payroll amounted to \$890,950.57. The roll call on the motion was as follows:

AYES: Boldt, Block, Endress, Jennings, Musser, Groezinger
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

There was no report.

Audit & Finance Committee Co-Chairs

There was no report.

ICCTA Representative

Mr. Endress attended the Northwest Region ICCTA meeting at Illinois Valley Community College (IVCC), which was held the first Wednesday of April. The event included a tour and a presentation on IVCC's MIMIC program for students with an interest in industrial technology. Mr. Endress is serving on the search committee for a new ICCTA Executive Director, and initial interviews were held today and will continue tomorrow. The ICCTA Spring board meeting will be held tomorrow, with Lobby Day held on Wednesday.

Board Chair

Mr. Block expressed his appreciation for the openness of comments and discussion during his tenure as Chair, and thanked trustees for allowing him the opportunity.

Mr. Endress referred to an article in the *Carroll County Review* listing the six Carroll County Farm Bureau scholarship recipients. Two of the six recipients are from Mt. Carroll and physically live in the College district but attend Fulton Unity Christian School. Of the six students, one student is from Milledgeville and plans to attend Highland, and two are from Lanark – one planning to attend Kaskaskia College and one planning to attend Northeast Iowa Community College. Mr. Endress reviewed a list of College and Foundation committees that trustees are currently serving on and encouraged trustees to let him know prior to the May 28th Board meeting if they have a preference for committee assignment. He also noted that a couple years ago the Audit & Finance Committee members decided they would review the bills on a monthly basis. Prior to that, all seven trustees rotated the responsibility, and Mr. Endress would like to revisit that decision.

Administration

Mr. Hood thanked the past officers of the Board and the new officers, noting that the Board remains strong, as does the College. He also reported that Ms. Kuberski had to leave the meeting early to take the Higher Learning Commission peer reviewers back to the hotel.

Ms. Jennifer Roser, Criminal Justice instructor, joined the meeting and provided additional information on the firearm simulator. She stated that the simulator will be housed on campus in

M-120 and will provide ethical training scenarios, teaching students about split second decisions. The simulator is portable and can be taken anywhere. Ms. Roser also noted that she would like other law enforcement agencies to use the simulator to train.

Ms. Janssen reported that the solar array is up and running, and approval to connect the system has been received from ComEd. There is an icon on some computers that allows users to watch the power being generated. At this point, there is no update on the SRECs (Solar Renewable Energy Certificates). The array should provide power for the nursing wing, and the goal is to possibly have more arrays if this works out.

Mr. Block inquired about computer replacement, noting that it is not an area where we can afford to save money. Ms. Janssen reported that a big part of the bond cycle is for computer replacement.

Mr. Anderson thanked faculty and Ms. Schmidt for additional program promotion.

Ms. Gerber reported that the interview portion of the branding study is underway, and she anticipates being able to report on the study in May. A question was raised regarding the chart on the last page of Ms. Gerber's administrative report and what the percentages mean. Ms. Schmidt reported that the numbers are the percentage of "clicks" or interest in the corresponding program. The chart provides an overview of the pages that are getting the most use. Ms. Schmidt will get the specifics regarding the chart and will follow-up with trustees. Mr. Block noted that Ms. Gerber's report also indicated that the employer participation in the job fair is decreasing, and he expressed his disappointment because employers are looking for employees. Ms. Gerber will follow-up with Ms. Suzanne Miller, Coordinator of Career Services, and provide additional information to trustees.

Mr. Hood attended the High School Servant Leadership program end-of-the-year event this past Sunday, and there were over 300 people who attended. Many of the seniors in the program will be attending Highland. Mr. Block noted that Mr. Dan Dick, former Student Trustee, is the coordinator for the program. Mr. Hood attended the ICCTA Northwest Region meeting at IVCC, along with Mr. Endress. IVCC began career pathway classes three or four years ago, and now 93 percent of high school students in the IVCC district who enter into pathways transfer to IVCC. Mr. Hood reported that trustees will hear more about pathways as Highland does more planning. He attended the Big Band and Royal Scots concert on Friday night, which was phenomenal, and he noted that the Visual Arts display is still being showcased. Mr. Hood thanked the donors, as well as Ms. Roser and Mr. Jim Phillips, for securing the firearm simulator, and Mr. Jim Yeager and Mr. Phillips for their work on the lighting grid for Mass Communication, which was also made possible by a generous gift. Dr. Jennings suggested having a sign on the firearm simulator recognizing the donors. Mr. Hood expressed his belief that the Foundation needs to be the fourth leg of the funding stool, and the College is well on the way to securing the fourth leg. He encouraged trustees to review the calendar of upcoming events and attend when they are able. Honors Convocation and Commencement will be very special this year. The College will do more and more work toward showcasing the work of Highland faculty and staff. There is lots to be proud of and thankful for. Mr. Hood spent time with Mr. Mark Waggoner, an alum of Highland. Mr. Waggoner gave a very generous gift to the Foundation in tribute to his time here, and in particular, he cited Dr. Jennings and Mr. John Clutz as being instrumental in his time at Highland.

Strategic Plan

Ms. Gerber reported that she attended a lunch meeting with the Higher Learning Commission team today. She thanked Mr. Block and Mr. Musser, who also attended the lunch, along with two external Strategic Planning Council members, Ms. Terry McGovern and Dr. Peter Flynn.

Mr. Block reported that those who attended the lunch with the HLC peer reviewers today received a very nice compliment on the amount of work done and processes that were developed, and he thanked everyone for their work.

Ms. Ferguson reviewed the written progress report on the strategic plan goal related to the job description template for support staff, professional, and administrative positions.

At 5:25 p.m., the Chairperson declared a recess; the meeting resumed at 5:37 p.m.

CLOSED SESSION

Mr. Musser 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: Block, Endress, Jennings, Musser, Groezinger, Boldt
NAYS: None

At 5:39 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Block
NAYS: None

At 6:18 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

There was no old business.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The Greater Freeport Partnership Rise 'n Shine breakfast will be held on campus in the Fine Arts building on May 2. Honors Convocation will be held on Thursday, May 16, and Commencement is scheduled for Saturday, May 18. 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. Mr. Endress noted that he dislikes having the Audit & Finance Committee meeting after the retreat because it forces trustees to get done with retreat business early, and he requested that trustees provide him with feedback regarding this.

ADJOURNMENT

Ms. Groezinger moved and Mr. Block seconded the motion to adjourn the meeting. At 6:25 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