

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. Jim Endress, Chairperson, at 4:03 p.m. on May 28, 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: Mr. David Shockey, Mr. Jim Endress, Dr. Steve Jennings, Ms. Pennie Groezinger, Mr. Shawn Boldt, and Ms. Payton DeMichele

The following members were absent: Mr. Doug Block and Mr. Blake Musser

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 5:44 p.m.; returned 5:57 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:44 p.m.; returned 5:57 p.m.); Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs (departed 5:44 p.m.; returned 5:57 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 5:44 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:44 p.m.); Ms. Juliet Moderow, Biology Instructor (departed 4:26 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics (departed 5:08 p.m.); Mr. Evan Talbert, Hospitality Instructor (departed 4:17 p.m.); Mr. Pete Fink, Director, ITS (departed 5:08 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:08 p.m.); Ms. Leslie Schmidt, Director, Marketing and Community Relations (departed 5:08 p.m.); Mrs. Diane Gallagher, Former Trustee (departed 5:08 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:50 p.m.); Mr. Steve Mihina, Faculty (arrived 4:17 p.m.; departed 4:52 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:30 p.m.); Mr. Brad Hart, Big Radio (arrived 4:58 p.m.; departed 5:08 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

SEATING OF NEWLY SELECTED STUDENT TRUSTEE

Ms. Payton DeMichele, newly selected Student Trustee, was sworn in and seated.

RECOGNITION OF FORMER TRUSTEE DIANE GALLAGHER

Mr. Endress presented Mrs. Diane Gallagher with an engraved crystal vase in recognition of her 18 years of service on the Highland Community College Board of Trustees. Mrs. Gallagher stated that it has been more than a pleasure, honor, and privilege to serve on the Board, and she could not have asked for one day to be better than the next. She went on to state that trustees have given hope to the students and residents of the district, and she encouraged trustees to think of the students on whom they have made an impact.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

STUDENT SUCCESS: HONORS PROGRAM

Ms. Kuberski introduced Ms. Juliet Moderow, faculty member, who has served as the director of the Honors Program for the past seven years. Ms. Moderow reviewed the history of the program, noting that over the 10-year period that the program has been in existence, around 290 projects have been completed. The highest number of projects over that time have been in biology, followed closely by chemistry, English, psychology, and nursing. Each semester, students in the program present their projects during "Friday Forum," held in the Library. Ms. Moderow is stepping down as Honors Program director and Mr. Evan Talbert has agreed to take on the responsibilities.

BUDGET REPORT

Ms. Janssen reported that two significant FY20 budget items have become available within the past month. The final equalized assessed valuation (EAV) reports have been received. Ms. Janssen budgeted for a 1.5 percent increase in EAVs in FY19, and the actual increase was 2.8 percent. This impacts both FY19 and FY20, and the impact on the FY20 budget is approximately \$95,000. Health insurance rates for FY20 will be presented for approval later in the meeting. Due to the College's claims experience, the premium cost has gone down by 7.9 percent, which is a savings of \$171,350 from FY19 rates. Early FY20 budget projections included an anticipated increase in premiums of seven percent or \$155,000. The FY20 budget projection included an overall adjustment of \$300,000 for variances in projections for large items that we did not have information on at the time. The increase in EAV and reduction in health insurance premiums amounts to \$420,000, covering the \$300,000 adjustment for variances in projections and reducing the original projected deficit from \$214,000 to \$94,000. There are still significant steps left in the budgeting process. Several projects were submitted for the State's capital bill but were not funded. Mr. Endress reported that, at this point, only four projects were funded state-wide.

FOUNDATION REPORT

Mr. Reinke noted that the Foundation's most recent newsletter was at trustees' places. Next Monday, the Foundation will hold their Leadership Golf Outing, with 144 golfers registered. New this year is that anyone can bid on auction items until the program on Monday evening. There will be no live auction at the event. The Foundation sent an e-blast to 6,000 donors, alums, and corporate partners, with a great response so far. The newsletter includes the first formal announcement of the upcoming gala. A save the date card for the gala will go out next week, and the event will feature a special guest emcee. Mr. Reinke reported that corporate partnerships are currently sold out. If all the partners take their allotted gala tickets, that will account for 110 of the 330 seats available. Mr. Del Scheider will be recognized at the event with a Legacy Award. Mr. Reinke concluded his remarks by stating that the Foundation has engaged a consultant to do an in-depth assessment of the database and the capacity to generate significant funds for a comprehensive campaign. Mr. Reinke will provide an update at the June or July Board meeting.

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. Shockey moved and Ms. Groezinger seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

AYES: Endress, Jennings, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic
 - 1. Approval of Vocational Education Agreement Between Career and Technical Education Consortium (CareerTEC) and Highland Community College
Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the Vocational Education Agreement, as presented, between the Career and Technical Education Consortium (CareerTEC) and Highland Community College for the

period of July 1, 2019 through June 30, 2021. The roll call on the motion was as follows:

AYES: Jennings, Groezinger, Boldt, Shockey, Endress,
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Revised Job Description: Coordinator, Nursing and Allied Health

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the revised job description for Coordinator, Nursing and Allied Health, as presented, with placement remaining at range 56 on the current Highland Salary Range Table. This is an exempt professional position and is included in the FY19 College budget. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Shockey, Endress, Jennings, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy Manual Policy on Definitions

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve for first reading revised Policy on Definitions of the Policy Manual, as presented. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Endress, Jennings, Groezinger, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter V – Finance and Facilities

Dr. Jennings moved and Mr. Shockey seconded the motion to approve for first reading the new and revised policies in Chapter V of the Policy Manual, as presented, and affirm for first reading the unchanged policies in Chapter V of the Policy Manual. The roll call on the motion was as follows:

AYES: Shockey, Endress, Jennings, Groezinger, Boldt, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Differential: Coordinator of Transitional Communication
Dr. Jennings moved and Mr. Shockey seconded the motion to approve the job description modifications, as presented, for the differential for the Coordinator of Transitional Communication. This will remain a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

AYES: Endress, Jennings, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund
Dr. Jennings moved and Mr. Shockey seconded the motion to approve the transfer of \$19,624 from the Restricted Purposes Fund to the Operating Fund. The roll call on the motion was as follows:

AYES: Jennings, Groezinger, Boldt, Shockey, Endress, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Service and Support Statement of Work with Concensus Technologies, LLC for Software Support
Dr. Jennings moved and Mr. Shockey seconded the motion to approve a one-year service and support statement of work with Concensus Technologies, LLC, at a total cost not to exceed \$28,800.

Ms. Groezinger asked what the College paid in the past for the services, and Ms. Janssen will investigate and email trustees with the information. It was noted that Concensus will also be more readily available under this contract.

The roll call on the motion was as follows:

AYES: Boldt, Shockey, Endress, Jennings, DeMichele
NAYS: None
ABSTAIN: Groezinger

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

3. Course and Miscellaneous Fees

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the list of fees/charges, as presented, beginning with the Spring 2020 semester. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Endress, Jennings, Groezinger, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Health Insurance Rates

Dr. Jennings moved and Mr. Shockey seconded the motion to establish the following monthly rates for medical, dental, and vision insurance during FY20 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 772.67	Retiree Only	\$ 772.67
Family Plan	\$1,931.66	Retiree with Family Plan	\$1,931.66

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 711.04	Retiree Only	\$ 711.04
Family Plan	\$1,777.56	Retiree with Family Plan	\$1,777.56

Dental (Blue Cross Blue Shield):

Employee Only	\$ 30.86	Retiree Only	\$ 30.86
Employee + Spouse	\$ 62.77	Retiree + Spouse	\$ 62.77
Employee + Child(ren)	\$ 64.80	Retiree + Child(ren)	\$ 64.80
Family Plan	\$ 115.71	Retiree with Family Plan	\$ 115.71

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

The roll call on the motion was as follows:

AYES: Shockey, Endress, Jennings, Groezinger, Boldt, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Approval of Statement of Final Construction Compliance: Building and Environmental HVAC Controls Project

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Statement of Final Construction Compliance for the Building and Environmental HVAC Controls project, completed during 2018. The roll call on the motion was as follows:

AYES: Endress, Jennings, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Approval of Statement of Final Construction Compliance: Building F Room #10 ADA Accessibility Project

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the Statement of Final Construction Compliance for the Building F Room #10 ADA Accessibility project, completed during 2018. The roll call on the motion was as follows:

AYES: Jennings, Groezinger, Boldt, Shockey, Endress, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Approval of Bid for Ag Greenhouse

Ms. Groezinger moved and Ms. DeMichele seconded the motion to approve the low base bid meeting specifications from Larson & Larson Builders for \$208,000 for the construction of a new Ag Greenhouse. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Shockey, Endress, Jennings, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

8. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2019 bills, including Board travel, in the amount of \$879,567.09, Automated Clearing House (ACH) debits W0000526 through W0000529 amounting to \$54,560.92, Other Debits D0000091 amounting to \$38.94, and Electronic Refunds of \$233,633.34, with 9 adjustments of \$757.73, such warrants amounting to \$1,167,042.56. Transfers of funds for payroll amounted to \$569,168.60. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Endress, Jennings, Groezinger, DeMichele
NAYS: None

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

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

Ms. Janssen reported that, with the change in the EAV, the College is at the point where she would strongly consider issuing bonds.

Student Trustee

There was no report.

Audit & Finance Committee Co-Chairs

Mr. Endress announced that Mr. Musser has agreed to chair the Audit & Finance Committee. The next meeting will be held on June 5.

ICCTA Representative

Mr. Endress served on the ICCTA Executive Director Search committee, and the committee selected Mr. Jim Reed as the new Executive Director. Mr. Reed currently serves in the government relations area for the Illinois Education Association and will begin his new position in July. Mr. Endress was unable to attend the ICCTA meeting or Lobby Day due to the passing of his mother, and he expressed his appreciation for the outpouring of support, cards, and presence at his mother's visitation or funeral. The ICCTA slate of officers is set and will be presented at the ICCTA meeting on June 7 and 8.

Board Chair

Mr. Endress met with Mr. Boldt, Ms. Kuberski, Ms. Ferguson, and Ms. Christie Lewis to review the compensation study information. There will be additional trustee orientation for Mr. Boldt and Ms. DeMichele soon.

Administration

Ms. Kuberski reported that the Higher Learning Commission team was here for two days and there was a positive tone. Those involved have all had a good feeling about the meetings. In the closing meeting, the review team had positive comments and all indicators are positive. The team had really good things to say about the faculty session and faculty being champions of assessment. The reviewers also suggested the College consider presenting on two different topics at the HLC annual meeting. Ms. Groezinger thanked the team, faculty, and staff and Ms. Kuberski for her leadership. Ms. Kuberski also reported that included in trustees' folders is a paper that has been published and is based on research by former Honors Program participants Ms. Jenna Lafferty, Mr. Keaton Lawson, and Ms. Staci Hammer.

Ms. Janssen reported that Mr. Harold Cubillo met with the College's Emergency Response Team to thank the College for being a Red Cross Shelter during the recent flood. He provided a number of statistics, including that 30 people sought shelter at the College, and there was a total of 127 overnight stays.

Mr. Anderson is working hard with low enrolled programs, and there has been movement in the Auto Body and Automotive programs.

Ms. Gerber announced that the program from the recent High School Servant Leadership end-of-year event was included in trustees' folders. She recently had an opportunity to present to the transportation providers in the area to share information, and a story about the providers' relationship with the College is included in Ms. Gerber's administrative report. An article published in the *Galena Gazette* will also be included in her next administrative report. Over 3,000 rider cards for Pretzel City Transit have been sold in the bookstore, with 20 rides per card.

Ms. Ferguson reported that the HR department is in the middle of open enrollment for insurance, and more people are signing up for vision insurance.

Mr. Hood received many compliments and accolades about the work of the Mass Communication students in videoing commencement. The students also videotaped many testimonials from those in attendance, and Mr. Hood will continue to share stories. He thanked Ms. Sarah Goeke for her work on the joint marketing campaign with Columbia College. Mr. Hood concluded his remarks by stating that the College is blessed to have the Honors Program. Ms. Jenna Lafferty, a former Honors Program participant, was able to present at a national chemistry conference as a result of the program, and Mr. Hood has now submitted two letters of recommendation for her for medical school.

Mr. Endress thanked Ms. Schmidt, Ms. Janssen, Mr. Anderson, Dr. Brendan Dutmer, and all those involved in the solar project and ribbon cutting.

Strategic Plan

Ms. Gerber will send out a written report tomorrow. The College is entering the midpoint of the strategic plan, and Ms. Gerber has compiled a progress report. She is working with Mr. Jeremy Monigold to make improvements to the database, and the HLC reviewers responded positively to discussion about the database during their recent visit.

At 5:08 p.m., the Chairperson declared a recess; the meeting resumed at 5:17 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: Shockey, Endress, Jennings, Groezinger, Boldt, DeMichele
NAYS: None

At 5:19 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Endress, Jennings, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

At 5:57, the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following Closed Session.

OLD BUSINESS

Mr. Endress appointed Mr. Musser as Chair of the Audit & Finance Committee. Members, in addition to Mr. Endress, include Dr. Jennings and Mr. Shockey. Mr. Endress will also serve on the administrative team for the upcoming faculty negotiations. Appointments to the Foundation committees will be made at a later date after the Foundation's expectations for the committees are determined.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on June 25, 2019, at 4:00 p.m. in the Robert J. Rimington Board room in the Student/Conference Center on the Highland campus. The next quarterly Board retreat will be held on Wednesday, June 5, 2019, at 8:30 a.m. in H-206. The annual Board photo will be taken at the retreat, and trustees will also discuss future retreat dates.

ADJOURNMENT

Dr. Jennings moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 6:03 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