

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 4:00 p.m. on June 25, 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. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, Mr. Shawn Boldt, and Ms. Payton DeMichele

The following members were absent: None

Also present: Mr. Tim Hood, President (departed 6:00 p.m.; returned 6:03 p.m.); Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs (departed 5:00 p.m.; returned 5:17 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:59 p.m.); Mr. Pete Fink, Director, ITS (arrived 4:09 p.m.; departed 4:44 p.m.); Ms. Kate Perkins, Faculty Senate President (arrived 4:07 p.m.; departed 5:00 p.m.; returned 5:56 p.m.); Mr. Steve Mihina, Faculty (arrived 4:02 p.m.; departed 4:46 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:00 p.m.); Mr. Eric Borneman, Citizen (arrived 4:33 p.m.; departed 5:00 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the minutes of the May 28, 2019, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen received a letter from the City of Savanna asking the College to send a letter to Representative Tony McCombie in support of a 20-year extension of Savanna’s downtown TIF. Ms. Janssen will send the requested letter to Representative McCombie.

FOUNDATION REPORT

Mr. Reinke was unavailable to attend today’s meeting but provided a written report. Trustees were encouraged to bring any questions regarding his report to the next 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 the Spring/Summer of 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: Block, Endress, Jennings, Musser, Groezinger, Boldt, Shockey,
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)
- B. Administration
 - 1. Second Reading – Revised Policy Manual Policy on Definitions
Dr. Jennings moved and Mr. Musser seconded the motion to approve for second reading the revised Policy on Definitions of the Policy Manual, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

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

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Mathematics Instructor

Dr. Jennings moved and Mr. Musser seconded the motion to approve the appointment of Mr. Martin Hilberg as full-time, tenure track Mathematics Instructor in the Natural Science and Math Division beginning August 10, 2019, at an FY19 salary of \$83,400 (based on the FY19 faculty salary schedule at MA+24, with 12 years' experience), plus appropriate fringe benefits. Since the FY20 faculty union contract has not yet been negotiated, this salary is based on the FY19 salary schedule and is within the FY20 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Director, Human Resources

Mr. Musser moved and Mr. Shockey seconded the motion to approve the revised job description, as presented, for Director, Human Resources with placement at range 37 on the Highland Salary Range Table. This is an administrative position and is included in the FY20 College budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Fine Arts Technical Coordinator
Dr. Jennings moved and Mr. Musser seconded the motion to approve the revised job description, as presented, for Fine Arts Technical Coordinator with placement at range 23 on the Highland Salary Range Table. This is a full-time, exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description: Student Information Assistant
Mr. Musser moved and Dr. Jennings seconded the motion to approve the revised job description, as presented, for Student Information Assistant with placement at range 17 on the Highland Salary Range Table. This is a full-time, non-exempt support staff position and is included in the FY20 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Revised Job Description: HIPAA Privacy Official
Mr. Shockey moved and Mr. Musser seconded the motion to approve the revised job description, as presented, for HIPAA Privacy Official. The position duties are assigned to existing positions at the College. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. New Job Description: HIPAA Security Official
Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the new job description, as presented, for HIPAA Security Official. The position duties are

assigned to existing positions at the College. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Intercollegiate Athletic Insurance

Mr. Block moved and Mr. Shockey seconded the motion to authorize President Tim Hood to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$42,078. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Property and Liability Insurance

Dr. Jennings moved and Mr. Shockey seconded the motion to authorize President Tim Hood to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$120,560. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois

Mr. Block moved and Ms. DeMichele seconded the motion to approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

The roll call on the motion was as follows:

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

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

4. First Reading – Variable Tuition: Course NURS 191 – Fundamentals of Nursing
Dr. Jennings moved and Ms. Groezinger seconded the motion to consider for first reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for course NURS 191, Fundamentals of Nursing, effective with the Spring 2020 semester. The roll call on the motion was as follows:

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

5. Approval of Additional Annual Matching Grant Funds Spend
Mr. Musser moved and Mr. Block seconded the motion to approve an additional annual Matching Grant Funds spend in the amount of \$175,000 for fiscal year 2019. This amount is in addition to the amount of spend to be drawn down from the Matching Grant Funds determined by the formula approved by the Board of Trustees on April 15, 2015. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Groezinger,
Boldt, DeMichele
NAYS: Shockey

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

6. Approval of Salary Increases for Employees Covered by the Custodial/Maintenance Union Agreement
Dr. Jennings moved and Mr. Musser seconded the motion to approve an FY19 salary increase for eligible Custodial/Maintenance Union staff in an amount of 2.0% of an individual's FY18 pay rate retroactive to July 1, 2018. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. 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 May 2019 bills, including Board travel, in the amount of \$809,741.64, Automated Clearing House (ACH) debits W0000530 through W0000535 amounting to \$43,080.59, Other Debits D0000092 through D0000094 amounting to \$34,053.12, and Electronic Refunds of \$54,772.79, with 2 adjustments of \$974.00, such warrants amounting to \$940,674.14. Transfers of funds for payroll amounted to \$566,235.63. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Shockey,
Block, 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
There was no additional report.

Student Trustee
There was no report.

Audit & Finance Committee Chair
Mr. Musser reported that the Audit & Finance Committee met and the audit is moving forward.

ICCTA Representative
Ms. Groezinger attended the ICCTA annual convention. The information shared during the meetings far exceeded her expectations, and she believes it was time well spent networking with others.

Mr. Endress attended the trustee leadership training on Friday during the convention, which fulfilled the requirements of the State law regarding trustee training. Good information was also shared during the trustee roundtable, where Mr. Endress learned that Carl Sandburg College has started esports and will have an esports team this year. Ms. Sarah Goeke, Director of Columbia College's Freeport campus, reported that Columbia College has an esports team and "it is huge." Mr. Endress noted that a Carl Sandburg College trustee stated that the students on their esports team would need to be full-time students, taking at least 12 credit hours, including one hour of physical education per semester to compete on the team. The students would also be required to

maintain the same grade point average (GPA) as those participating in other sports. If 12 students participate for two semesters, the cost of the program will be recovered through tuition and fees. Mr. Endress suggested that the College explore the possibility of adding esports, and he will try to obtain a copy of the PowerPoint presentation that was given at the ICCTA meeting. The ICCTA annual banquet was held Friday night during the convention, where Ms. Alicia Kepner was recognized as Highland's nominee for the ICCTA Outstanding Faculty member award. Mrs. Diane Gallagher was also recognized with a Certificate of Merit, and Mr. Bob Johnson, trustee from Kishwaukee College, was recognized with the Ray Hartstein award. Mr. Jim Peterik, a co-founder of the band "Ides of March," was one of two Distinguished Alumnus nominees from Morton College who were recognized. He was also a member of "Survivor" and received a Grammy award for co-writing "Eye of the Tiger," which he performed at the event. The ICCTA annual meeting was held on Saturday morning, where ICCTA's outgoing president, Mr. Fritz Larsen, recognized members of the ICCTA Executive Director Search Committee, as well as the ICCTA staff. Ms. Jessica Nardulli and Mr. Tom Ryder, ICCTA's legislative counsel, gave an excellent overview of the legislative session that had just been completed. At this point, we are still waiting to hear how the ICCB funding allocations will be distributed to community colleges.

Board Chair

Mr. Endress reported that he is still in the process of learning his new role as Board Chair, and if any trustees have questions or comments, please let him know.

Administration

Ms. Kuberski reported that the deans recently had a retreat that focused on reviewing committee work. Most deans serve on 20-plus committees, and they will be looking for ways to include others in committee work. The Academic Team consists of the deans and other academic people that report to the Executive VP, and last year faculty representatives were added. The Academic Team is not a decision-making body, and they are looking at it being an "impact body" and more project based. A special edition of Campus Connections will be held on July 8 to provide updates on the gymnasium floors and bond process, as well as an HLC status update. Ms. Kuberski is also working on the response to the Focused Visit Report.

Mr. Anderson reported that the Thomson cohort graduation ceremony will be held on October 1. There are also discussions about the possibility of offering other certificates in the future in addition to welding.

Ms. Gerber reported that Upward Bound has around 40 students per day on campus for their six-week summer program. The program will end with a trip to New York City this summer, and Project Succeed students will be going to North Carolina. Both program trips include college visits and cultural experiences for the participants. Mr. Block referred to information that was in Ms. Gerber's administrative report regarding a grant that was submitted, noting that daycare and transportation are big obstacles for students. Ms. Gerber reported that at this point, there are no part-time openings for daycare in Stephenson County. She noted that, even if the College does not receive the funding, the work put into the grant is an excellent starting point for future grant opportunities. If the grant is approved, the College would qualify for around \$30,000 in Federal funds.

Mr. Hood thanked Ms. Ferguson, noting that this is her last official Board meeting. He expressed his appreciation to her for her many years of distinguished service. Ms. Ferguson stated that she has lots of memories from her 30-plus years at Highland, and she will continue to teach at the YMCA and will also come back for College events.

Mr. Hood reported that the ICCTA annual convention was “nothing short of spectacular,” and that in addition to Ms. Kepner being recognized, Ms. Cristina Lambert, Highland’s nominee for the Distinguished Alumnus award, was recognized in the program. The Presidents’ Council meetings Mr. Hood attended were more upbeat than have been in the past due to the budget and the promise of new funding for community colleges. The College has a commitment for deferred maintenance money from the State and has also submitted a list of potential capital projects. The list was also submitted to all our legislators with a request for their consideration, since legislators also have discretionary funding. Ms. Janssen reported that ICCB hopes to get the funding allocations out to community colleges soon.

Strategic Plan

Ms. Gerber distributed this month’s strategic plan report, which focused on the texting system project.

At 5:00 p.m., the Chairperson declared a recess; the meeting resumed at 5:14 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; 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; and, the semi-annual review of all Closed Session minutes and tapes, 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, Boldt, Shockey, Block, Endress, DeMichele
NAYS: None

At 5:16 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:56, the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

A. Appointment, Employment, Compensation, Discipline, 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

1. Approval of Executive Vice President's Contract for the 2019-2020 and 2020-2021 School Years

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, authorizing the approval of the Administrator's Contract for the Executive Vice President. Principal financial components of the contract include a specified annuity contribution for each year, as well as for the 2019-2020 year an annual salary of one hundred thirty-seven thousand four hundred and thirty-two dollars (\$137,432), as well as for the 2020-2021 year an annual salary of one hundred forty-one thousand and five hundred fifty-five dollars (\$141,555). The roll call on the motion was as follows:

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

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

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

No action was necessary.

C. Semi-annual Review of All Closed Session Minutes and Tapes

Ms. Groezinger moved and Mr. Block seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 7, 2017; June 20, 2017 (two meetings); July 18, 2017; August 15, 2017; August 31, 2017; September 13, 2017; October 4, 2017; October 24, 2017; November 21, 2017; and, December 6, 2017. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Continuation of Discussion on Future Bond Projects

Ms. Janssen reported that the College has the opportunity to issue new bonds and keep the tax rate in the same range and could also convert the debt certificates to bonds. The debt certificates are callable at any time, and if they were converted to bonds, the College would still need to make the January 2020 payment from the Matching Grant. Mr. Endress asked if the College would still pay the interest on the debt certificates if they are paid off early, and Ms. Janssen will check into this. She reviewed the tentative timeline and steps that need to be taken to issue the bonds. A total of \$1,759,000 from the debt certificates would be converted to bonds and would include the interest with no penalties. The funds would be available in February 2020. Ms. Janssen will meet with Full Cabinet next week to review the steps that need to be taken to submit new bond projects for consideration. Mr. Endress asked if the College could pay the debt certificate payment on January 1 and then pay the money back in March, and Ms. Janssen will check with the bond attorney. Ms. Janssen reported that the trustees would need to act in October 2019, but work on the projects would not begin until March. Mr. Pete Fink, Director of IT, will work on the infrastructure needs, which will be a large part of the bond proceeds. Trustees supported Ms. Janssen moving forward with the process.

Meeting with Foundation Representatives

Mr. Endress reported that Mr. Hood hosted a lunch meeting attended by Mr. Endress, Mr. Block, Mr. Todd Weegens, Mr. Rob Urish, and Mr. Jeff Reinke, and Mr. Endress noted that there is much work to do. The Foundation was presented with a list of \$400,000 in items for which the College thought donors might be excited to donate. Mr. Block recommended having a \$6.5 million balance in the Matching Grant fund, and it was also noted that the Foundation has begun charging a fee for managing the fund.

Gymnasium Floors

Trustees discussed the replacement of the gymnasium floors in light of the air quality test results and asked if there was any new information. Mr. Hood reported that he believes the College did their due diligence, and the College was proactive in responding. Ms. Janssen talked with Mr. Craig Beintema of the Stephenson County Health Department, who also talked to someone at the Illinois Department of Public Health, and they believe that the air quality testing was good. Mr. Block noted that the bleachers also need to be replaced, and some have names on them. He would like to respect those who have purchased the seats.

NEW BUSINESS

Bike Path

Mr. Hood reported that there was previously a Memorandum of Understanding (MOU) between the Highland Community College Foundation, City of Freeport, and Freeport Park District for the bike path, but the College was not involved much. In the original MOU, the path was to be located on the loop road, which is not wide enough for two-way traffic and the bike path, and it was too close to the Jones-Farrar Magnet School. Mr. Jack Carey, Executive Director of the Freeport Park District, a representative from the City of Freeport, Mr. Reinke, and Mr. Hood had conversations

regarding seeking grant dollars to dedicate the outside perimeter of the loop road for bikes and walkers, which could be completely funded by the grant. This would bring additional people to the College. Mr. Hood shared his belief that the old MOU needs to be shelved and rewritten. Mr. Hood will email information about this and other items to trustees. Mr. Musser asked if there was a resolution that could be approved by the Board in support of the bike path until the MOU is approved. Mr. Hood said that he would offer support for the project, but part of that includes a promise of easements.

Recreational Cannabis

Mr. Hood stated that there will be funding available for eight Illinois community colleges to pilot programs for cultivation, marketing, and the business of agricultural cannabis. Mr. Hood has received emails from Ms. Rebecca Motley, Executive Director of Greater Freeport Partnership, and Mr. Eric Borneman, a Freeport alderman, in support of the project and to make sure the College was aware of the opportunity. Mr. Endress noted that the program will be administered through the Illinois Department of Agriculture, and he believes that since work has been done to get the Ag program going and also the College is already doing agricultural hemp, the College should look into the opportunity. Mr. Hood will provide additional information as it becomes available. Mr. Boldt asked if the College will need to look at our policies now that marijuana has been legalized, and Ms. Janssen reported that this is something that will need to be reviewed by the Policy Committee. Ms. Kuberski noted that Ms. Jen Grobe, Associate Dean of Nursing & Allied Health, has drafted an addendum to the Nursing Student Handbook in response to the legalization of marijuana, and the draft has been sent to Attorney Tim Zollinger for review.


DATES OF IMPORTANCE

Summerset Theatre's presentation of TITANIC the musical will be held on July 11, 12, 13, 18, 19, 20, and 21. The next regular Board meeting will be held on July 23, 2019, at 4:00 p.m. in the Robert J. Rimington Board room in the Student/Conference Center on the Highland campus. The meeting will be preceded by a budget work session at 3:00 p.m. The next quarterly Board retreat will be held on Thursday, September 12, 2019, at 8:30 a.m. in room H-206.

ADJOURNMENT

Dr. Jennings moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 6:37 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