

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 4:01 p.m. on July 23, 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, Mr. Blake Musser, Ms. Pennie Groezinger, Mr. Shawn Boldt, and Ms. Payton DeMichele

The following members were absent: Mr. Doug Block

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 and Support Services; Dr. Joe Kanosky, President Emeritus (departed 4:07 p.m.); Mrs. Jennifer Kanosky, Community Member (departed 4:07 p.m.); Mr. Steve Mihina, Faculty (departed 4:40 p.m.); Ms. Kate Perkins, Faculty Senate President (arrived 4:30 p.m.; departed 4:57 p.m.); Ms. Alyssa Stevens, Digital Media & Creative Specialist (departed 4:57 p.m.); Ms. Jane Lethlean, Communications Specialist (departed 4:07 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Shockey 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 stated that the spelling of Ms. Leslie Schmidt's name was not consistent throughout the June 5, 2019, Board retreat minutes and he asked that the spellings be corrected. Ms. Groezinger moved and Mr. Musser seconded the motion to approve the minutes, as corrected. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

PRESENTATION OF THE JOE AND JENNIFER KANOSKY HCC STUDENT TRUSTEE SCHOLARSHIP

Mr. Endress introduced President Emeritus Dr. Joe Kanosky and his wife, Jennifer. Dr. Kanosky explained that when he retired in 2015, he and Mrs. Kanosky wanted to give back to the College and continue to support students so they created the Student Trustee scholarship. He stated that, as the voice of the students, he hopes Ms. DeMichele will take her job seriously and make meaningful votes on behalf of students. He noted that Ms. DeMichele will learn a lot in meetings and working with students throughout the state. Dr. and Mrs. Kanosky presented Ms. DeMichele with the Joe and Jennifer Kanosky HCC Student Trustee Scholarship. Mr. Endress thanked Dr. and Mrs. Kanosky for their continued support of the Student Trustee position and congratulated Ms. DeMichele on receiving the scholarship.

FOUNDATION REPORT

There was no report.

CONSENT ITEMS

A. Academic

1. Curriculum & Instruction Committee Report

Recommendation: That the report of the course and curriculum changes for the July 1, 2018 through June 30, 2019 period be approved, as presented.

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. Musser moved and Mr. Shockey seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: 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 Appendix: Information Technology Services Acceptable Use Guidelines

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

Mr. Musser expressed concerns about the appendix, stating that the College needs to make sure considerations are included in the document addressing how the information could be used.

The roll call on the motion was as follows:

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

The vote being no ayes and seven nays, the Chairperson declared the motion failed. The appendix will be sent back to the Policy Committee.

2. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II – Instruction

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

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Fine Arts Technical Coordinator

Mr. Musser moved and Mr. Shockey seconded the motion to approve the appointment of Mr. Alexander Jansen as full-time Fine Arts Technical Coordinator, beginning July 22, 2019, at an annual salary of \$35,000, plus

appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY20 Fine Arts budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Tentative Budget for Fiscal Year 2020

Mr. Boldt moved and Mr. Musser seconded the motion to approve the following Resolution regarding a Tentative Budget for 2019-2020 and setting the Public Hearing date thereon for September 24, 2019.

RESOLUTION: Be it resolved that the Tentative Budget, as presented, for the fiscal year 2019-2020 be conveniently made available for public inspection after this date through September 24, 2019, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

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

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

2. Intergovernmental Cooperation Agreement with Stephenson County for Police Services

Dr. Jennings moved and Mr. Musser seconded the motion to approve the intergovernmental cooperation agreement, as presented, for police services with Stephenson County for the period July 1, 2019 through June 30, 2022, in an amount not to exceed \$238,551 in year one and based on the Policemen's Benevolent Labor Committee/Stephenson County contract (current contract expires 12/31/19) in years two and three and a per hour, per person cost of additional personnel of \$40. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes Which are Presently Outstanding and Unpaid, Declaring the Intention to Avail of the Provisions of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue \$2,150,000 Bonds for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law

Mr. Musser moved and Mr. Shockey seconded the motion to approve the following Resolution:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

Mr. Endress noted that this is not new debt, but it replaces old debt for the Ray and Betty Stamm Health Science Nursing Wing, and Mr. Shockey stated that it is important that the public understands this is a positive thing. It was also noted that the graduates from the Nursing program have an impact on the district.

The roll call on the motion was as follows:

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

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

4. Resolution Calling a Public Hearing Concerning the Intent of the Board to Sell \$2,150,000 Funding Bonds for the Purpose of Paying Claims Against the District
Mr. Shockey moved and Mr. Musser seconded the motion to approve the following Resolution:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$2,150,000 Funding Bonds for the purpose of paying claims against said Community College District.

The roll call on the motion was as follows:

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

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

5. Interfund Transfer from the Operating Fund to the Restricted Purposes Fund
Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the transfer of \$4,850 from the Operating Fund to the Restricted Purposes Fund. The roll call on the motion was as follows:

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

The vote being unanimous, the Chairperson declared the motion carried.

6. Second Reading – Variable Tuition: Course NURS 191 – Fundamentals of Nursing
Mr. Musser moved and Ms. Groezinger seconded the motion to consider for second 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: Groezinger, Boldt, Shockey, Endress, Jennings, Musser
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Agreement with Brightspark Travel for the Provision of Student Tour Services for the Upward Bound College Visit Trip

Mr. Musser moved and Mr. Boldt seconded the motion to authorize administration to enter into an agreement with Brightspark Travel for the provision of travel planning, transportation, accommodations, tour guide services, and security prior to and during an Upward Bound college visit trip to New York at a one-time cost not to exceed \$62,600. Funding for the services is provided through the College's TRiO Upward Bound grant and is included in the FY19 budget with a federal fiscal year end of September 1, 2019. The roll call on the motion was as follows:

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

NAYS: None

Whereupon the Chairperson declared the motion carried.

8. Agreement with Explore College for the Provision of Student Tour Services for the TRiO Student Support Services Visit Trip

Mr. Shockey moved and Mr. Musser seconded the motion to authorize administration to enter into an agreement with Explore College for the provision of travel planning, transportation, accommodations, tour guide services, and security prior to and during a TRiO Student Support Services (SSS) college visit trip to North Carolina at a one-time cost not to exceed \$57,032. Funding for the services is provided through the College's TRiO Student Support Services grant and is included in the FY19 budget with a federal fiscal year end of September 1, 2019. The roll call on the motion was as follows:

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

NAYS: None

Whereupon the Chairperson declared the motion carried.

9. Linking Talent with Opportunity Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District #100 for the 2019 – 2020 Academic Year (FY20)

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Memorandum of Understanding, as presented, for the 2019 – 2020 academic year (FY20) for qualified students attending Belvidere School District #100. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

10. Payment of Bills and Agency Fund Report

Mr. Musser moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the June 2019 bills, including Board travel, in the amount of \$1,038,716.12, Automated Clearing House (ACH) debits W0000536 through W0000541 amounting to \$79,665.12, Other Debits D0000095 amounting to \$59.88, and Electronic Refunds of \$4,499.32, with 10 adjustments of \$1,085.00, such warrants amounting to \$1,121,855.44. Transfers of funds for payroll amounted to \$521,318.41. The roll call on the motion was as follows:

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

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

Treasurer's Report: Comparison of Budget with End-of-Year Projections

There was no additional report.

Student Trustee

There was no report.

Audit & Finance Committee Chair

There was no report.

ICCTA Representative

Mr. Endress reported that the ICCTA Executive Committee will meet on August 2 and 3 at John A. Logan College, however, he is unable to attend.

Board Chair

Mr. Endress has found that the learning curve of being Board Chair is steep, especially because of the volume of things in which he is immersed. He thanked Ms. Kuberski, Ms. Janssen, and Mr. Anderson for their work on the administrative negotiations team. Mr. Endress attended the Foundation Executive Committee and Campaign Leadership meetings and expressed his frustration, stating that he believes there needs to be ongoing education and communication between the two groups. The Foundation has requested time on the September retreat agenda to share different "buckets" that they bring funds into and restrictions that go along with the "buckets," as well as what more can be done for the Foundation Board and College Board to

work together in harmony. During the Campaign Leadership meeting, they discussed that the College was originally funded on the premise of 33 percent of funding coming from the State, 33 percent from property taxes, and 33 percent from local sources, and some Foundation representatives did not realize that State funding is now down to about eight percent. Information was also shared that when the College had no State budget or the budget was lean, the College had to rely on reserves to get by. Mr. Endress expressed his belief that the College will never get back to where State funding accounts for 33 percent of the College's funding. It was also noted that the Foundation has an endowment for one nursing position, where previously there were seven endowed chairs.

Administration

Ms. Kuberski reported that the strategic plan goals were inadvertently left off her administrative report, and she noted that her report connected to goals #4, #5, and #11.

Ms. Janssen reported that the auditors are here, and there have been meetings in preparation for the audit.

Mr. Anderson announced that information was included in his administrative report regarding Sauk Valley Community College's Multicraft Technology AAS degree. Dr. Jennings stated that he could help with connections to companies if he knew what the companies were, and Mr. Anderson will think more about this.

Ms. Gerber reported that the Strategic Enrollment Management (SEM) committee has been using data to look at enrollment. She will provide an update in her next administrative report.

At the time that Mr. Hood's administrative report was submitted, performances of TITANIC the Musical had not yet begun. The show was phenomenal, with a long, standing ovation the evening he attended. Some theatrical classes for youth were held this summer through Lifelong Learning, and some of the students who are in the upcoming performances of Oliver will be coming to Highland. Mr. Hood noted that Mr. Alex Jansen, who was approved earlier in the meeting as Fine Arts Technical Coordinator, is "phenomenal and multitalented." Mr. Musser applauded the College for being involved in the 2020 Census, noting that the ripple effects of the 2020 Census have direct impacts on the bottom line, and he encouraged Ms. DeMichele to also get students involved.

Strategic Plan

Work is ongoing on the Higher Learning Commission Assurance Argument, and Ms. Gerber reported that time is being spent to improve the query function of the strategic planning database.

At 4:57 p.m., the Chairperson declared a recess; the meeting resumed at 5:08 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: Musser, Groezinger, Boldt, Shockey, Endress, Jennings, DeMichele
NAYS: None

At 5:10 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:28 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

A. 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

1. Temporary Compensation Increase for HRIS Administrator/HR Generalist
Mr. Musser moved and Mr. Boldt seconded the motion to approve a temporary compensation increase of \$384.15 per pay period for Ms. Christie Lewis, HRIS Administrator/HR Generalist, effective July 1, 2019. This temporary increase will continue until a new Director, Human Resources has been hired and will end upon the start of the new Director. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Integrated Reading and Writing/Co-Requisite Writing (IRW/ALP) Instructor

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the appointment of Ms. Jami Spencer as full-time, tenure track Integrated Reading and Writing/Co-Requisite Writing (IRW/ALP) Instructor in the Humanities,

Social Sciences, and Fine Arts Division beginning August 15, 2019, at a FY19 salary of \$77,969 (based on the FY19 faculty salary schedule at MA+0, with 15 years of 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: Shockey, Endress, Jennings, Musser, Groezinger,
Boldt, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Appointment: Nursing Instructor

Mr. Boldt moved and Mr. Musser seconded the motion to approve the appointment of Ms. Brittany Petrelli as full-time, tenure track Nursing Instructor in the Nursing and Allied Health Department beginning August 15, 2019, at a FY19 salary of \$50,761 (based on the FY19 faculty salary schedule at MA+0, with 0 years of 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: Endress, Jennings, Musser, Groezinger, Boldt, Shockey,
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Appointment: Nursing Instructor

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Cynthia Burke as full-time, tenure track Nursing Instructor in the Nursing and Allied Health Department beginning August 15, 2019, at a FY19 salary of \$52,639 (based on the FY19 faculty salary schedule at MA+0, with 1 year of 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: Jennings, Musser, Groezinger, Boldt, Shockey, Endress,
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Appointment: Speech Communication Instructor
Dr. Jennings moved and Ms. DeMichele seconded the motion to approve the appointment of Mr. Harry Bodell as full-time, tenure track Speech Communication Instructor in the Humanities, Social Sciences, and Fine Arts Division beginning August 15, 2019, at a FY19 salary of \$52,639 (based on the FY19 faculty salary schedule at MA+0, with 1 year 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, Endress, Jennings,
DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

- 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.

OLD BUSINESS

Ad Hoc President's Evaluation Committee

Mr. Endress reported that there needs to be a name for the committee that will work on the President's annual evaluation. Mr. Shockey noted that it is an ongoing responsibility of the Board, and this does not supplant that the Board has responsibility for the President's evaluation. The goal of the committee is to help improve and create regular communication with the President. It was noted that Mr. Hood's contract says that the Board has to do the President's review annually, and the Board has opted to have a subcommittee work with that and report back to the Board. Several options were discussed for the name of the committee, and it was determined that it will be called the Presidential Annual Review Committee. Ms. Gerber suggested that perhaps having a charge and purpose for the committee would be helpful, similar to what is in place for the College's standing committees.

International Preservation Studies Center

Ms. Groezinger asked for an update on the International Preservation Studies Center, and Mr. Hood reported that he will send out an update to trustees with some other updates.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The Upward Bound summer banquet will be held on August 1 at 6:00 p.m. Opening Days events are August 15 & 16, and classes resume on Monday, August 19. The next regular Board meeting will be held on Tuesday, August 27, and Mr. Endress noted that there will also be a Foundation meeting at noon on August 27. The next quarterly Board retreat is scheduled for September 12, with a presentation by the Foundation. The Farm to Table dinner is also the evening of September 12 at the Keith Hinrichs farm. The September 24 regular meeting will be preceded by a budget work session at 3:00 p.m. The December quarterly Board retreat will be held on Wednesday, December 11.

ADJOURNMENT

Mr. Musser moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 5:48 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