

**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 August 27, 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 (departed 4:53 p.m.), and Ms. Payton DeMichele

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President, Student Development and Support Services; Mr. Pete Fink, Director, ITS (departed 4:38 p.m.); Ms. Christie Lewis, HRIS Administrator/HR Generalist (departed 5:21 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:21 p.m.); Mr. Steve Mihina, Faculty (departed 4:37 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:23 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:21 p.m.); Mr. Brad Hart, Big Radio (arrived 5:13 p.m.; departed 5:21 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

Mr. Endress asked for a motion to modify the agenda by removing Financial item X-D-1 (Approval of Service Provision Agreement Between New Horizons Counseling Center and Highland Community College for the Provision of Student Mental Health Services), noting that some “tweaking” has been done to the agreement. Dr. Jennings moved and Mr. Musser seconded the motion to modify the agenda by removing Financial item X-D-1. The vote being unanimous, the motion carried. Mr. Musser moved and Mr. Block seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the minutes of the July 23, 2019, budget work session and regular meeting, as presented. The vote being unanimous, the motion carried. Mr. Musser stated that at last month’s meeting, he had asked for an edit to Ms. Leslie Schmidt’s name on the June 5, 2019, Board retreat minutes. He noted that he later realized that both Ms. Schmidt’s name and Ms. Marilyn Smit’s name were in the same paragraph, and no correction was needed.

## **CONDUCT OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD TO SELL \$2,150,000 FUNDING BONDS**

Mr. Endress stated that the next agenda item would be a Public Hearing to receive comments on the proposal to sell funding bonds of the District in the amount of \$2,150,000 for the purpose of paying claims against the College. He asked if the Board had any further comments about the bond sale, and there were none. Mr. Endress asked if the public had any written or oral testimony about the bond sale, and there were none. Mr. Musser moved and Dr. Jennings seconded the motion to end the Public Hearing. The vote being unanimous, at 4:07 p.m., Mr. Endress declared the motion carried and the Public Hearing on the College's Proposal to sell funding bonds of the District in the amount of \$2,150,000 for the purpose of paying claims against the College adjourned.

## **PUBLIC COMMENTS**

There were no public comments.

## **INTRODUCTIONS**

There were no introductions.

## **BUDGET REPORT**

Ms. Janssen reported that the annual audit is in the final stages, and a draft will be available in September. There have been no further adjustments. Ms. Janssen received positive news that the Corporate Personal Property Replacement Tax (CPPRT) is approximately \$100,000 more than it was last year. Foundation gifts should contribute toward the reduction of the deficit budget, and the College should be in a good place to hopefully have a balanced budget. The bond process is underway. Project proposals are linked to the strategic plan and Higher Learning Commission criteria. Meetings will be held in September, with information shared with the Board in late September.

## **FOUNDATION REPORT**

Mr. Reinke provided a five-year overview of Foundation giving. He noted that \$886,000 was raised in FY19, up from \$577,000 in FY17, with a huge potential down the road. Other key accomplishments in FY19 include securing a \$1 million, three-year gift; \$500,000 for nursing for a simulation hospital; over \$300,000 for Ag; 33 corporate partnerships totaling \$100,000; and a \$100,000 donation to assist with the College's marketing initiative. The eighth annual Shindig netted about \$75,000 last year, and 144 golfers participated in the golf outing, with proceeds from both events going to the Leadership Institute, Leadership Forum, and High School Servant Leadership. Overall, \$1,427,054 was provided to the College in FY19. Mr. Reinke and Mr. Dave Barton will provide additional information at the September quarterly Board retreat, as well as information on efforts to raise restricted and unrestricted dollars. In FY19, \$677,000 was raised in restricted gifts, with the FY20 goal to raise \$1 million. The annual appeal will take place in November, with the goal to raise \$30,000 for Highland's HOPE fund. An alumni appeal will be sent in February with a goal of \$20,000, and the goal for the future comprehensive

campaign is \$7 million to \$8 million. Mr. Reinke also hopes to increase corporate partnerships to \$150,000 in FY20. The Distinguished Alumni awards will be presented on October 10, with invitations being sent in the next two weeks. The Legacy Gala will feature the introduction of alums and donors, program highlights, performances by the Highland Jazz Ensemble and Royals Scots, and recognition of Mr. Del Scheider. Mr. Reinke is working with a production company to produce a video, which will include testimonials. He concluded his report by noting that trustees may help the Foundation by attending the Gala, which will serve as a platform for the campaign and the future of the Foundation.

### 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 Summer of 2019.

D. Financial (None)

Mr. Block moved and Mr. Musser seconded the motion to approve the consent item, as presented. A question was raised regarding the \$5,000 cost for Camelot Costumes for labor for Titanic, and Ms. Kuberski reported that the cost was budgeted. She noted that there is a balance between cost containment, ticket prices, and getting people to attend the performances. Dr. Jennings noted that his concern was breaking even, and Ms. Kuberski reported that the College has gotten closer to breaking even on Summerset productions over the past several years.

The roll call on the motion was as follows:

|       |  |
|-------|--|
| AYES: | Endress, Jennings, Musser, Groezinger, Boldt, Shockey, Block,<br>DeMichele |
| NAYS: | None   |

Whereupon the Chairperson declared the motion carried.

## MAIN MOTIONS

### A. Academic

1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2019 – 2020 Academic Year

Dr. Jennings moved and Mr. Shockey seconded the motion to authorize the College President to enter into dual credit agreements for the 2019 – 2020 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Orangeville, Oregon, Pearl City, Scales Mound, Stockton, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, and Stillman Valley.

Mr. Block inquired about Eastland, and Ms. Kuberski reported that Eastland has made arrangements with Sauk Valley Community College, and the College is reentering conversations with the hope that this can be recouped. Ms. Gerber also reported that Eastland has asked for a meeting regarding CollegeNOW.

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.

### B. Administration

1. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II – Instruction

Mr. Musser moved and Ms. Groezinger seconded the motion to approve for second reading the new and revised policies in Chapter II of the Policy Manual, as presented, and affirm for second 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, Block, Endress,  
Jennings, DeMichele  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Network Administrator

Dr. Jennings moved and Mr. Block seconded the motion to approve the appointment of Mr. Kam Merryman as full-time Network Administrator, beginning August 5, 2019, at an annual salary of \$52,420, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY20 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.

2. Appointment: Director, Human Resources

Mr. Block moved and Mr. Musser seconded the motion to approve the appointment of Ms. Karen Brown as full-time Director, Human Resources, beginning August 15, 2019, at an annual salary of \$97,021, plus appropriate fringe benefits. This is a full-time administrative position and is within the FY20 budget. 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.

3. Revised Job Description: Student Retention Specialist

Dr. Jennings moved and Mr. Musser seconded the motion to approve the revised job description, as presented, for Student Retention Specialist with placement at range 21 on the Highland Salary Range Table. This is a non-exempt support staff position. 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.

4. Temporary Compensation and Hours Increase for Coordinator, Business Institute

Mr. Musser moved and Mr. Shockey seconded the motion to approve a temporary increase in compensation of \$158.32 per pay period (based on 28 hours per week) for Ms. Rebecca Anderson, Coordinator, Business Training, effective August 14, 2019. In addition, Ms. Anderson's hours will increase from 28 hours per week to full-time status. This temporary increase in hours and compensation

will continue until November 9, 2019, or an individual is hired to coordinate the Lifelong Learning Program, if sooner. 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.

5. Appointment: Coordinator, Career Services

Mr. Musser moved and Mr. Shockey seconded the motion to approve the appointment of Mr. Anthony Musso as full-time Coordinator, Career Services, beginning September 9, 2019, at an annual salary of \$42,124, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY20 budget. 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. Approval of Service Provision Agreement Between New Horizons Counseling Center and Highland Community College for the Provision of Student Mental Health Services

This item was removed from the agenda earlier in the meeting.

2. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues in the Auxiliary Fund

Mr. Shockey moved and Mr. Block seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. 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.

3. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Future Campus Deferred Maintenance, Repairs, or Improvements

Dr. Jennings moved and Ms. DeMichele seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$60,000 to support future campus deferred maintenance, repairs, or improvements. 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.

4. Approval of Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes

Mr. Block moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$160,238.76 for FY19, under 110 ILCS 805/3-33.6 of the Public Community College Act of the 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.

5. Approval of Lease Agreement Between Highland Community College and the Family YMCA of Northwest Illinois for Occupancy of the Child Care and Training Center

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the lease agreement with the Family YMCA of Northwest Illinois, as presented, for occupancy of the Child Care and Training Center at the following monthly rates:

|                                     |                 |
|-------------------------------------|-----------------|
| July 1, 2019 – June 30, 2020 (FY20) | \$875 per month |
| July 1, 2020 – June 30, 2021 (FY21) | \$890 per month |

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.

6. Approval of Service Road Agreement Between Highland Community College, the Family YMCA of Northwest Illinois, and Freeport School District #145  
Mr. Musser moved and Dr. Jennings seconded the motion to enter into an agreement with the Family YMCA of Northwest Illinois and Freeport School District #145 for use, maintenance, and funding of the upkeep of the service road owned by the College. 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.

7. Payment of Bills and Agency Fund Report  
Mr. Shockey 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 July 2019 bills, including Board travel, in the amount of \$1,038,626.29, Automated Clearing House (ACH) debits W0000542 through W0000545 amounting to \$14,465.94, Other Debits D0000096 amounting to \$32.36, and Electronic Refunds of \$39,936.97, such warrants amounting to \$1,093,061.56. Transfers of funds for payroll amounted to \$866,795.44. 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 and the Resolution adopted.

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

Ms. Janssen reported that, in reference to the service road agreement approved earlier in the meeting, the funds are accounted for in lines 1016, 1017, and 1018 on page 60 of the Board packet.

Student Trustee

Ms. DeMichele reported that she has heard great things from students this week, and students like the new light switches.

Audit & Finance Committee Chair

There was no report.

ICCTA Representative

Mr. Endress reported that the next ICCTA meeting will be held on September 13 and 14 in Springfield. The Friday afternoon session will include an update on the impending legalization of marijuana and the impact on community colleges. Mr. Endress is unable to attend the session due to another commitment in Champaign at the same time, however, he will attend the ICCTA



committee and board meetings. The new ICCTA Executive Director began July 15, and his intent is to make it to a board meeting at every Illinois community college within the first year of employment.

#### Board Chair

Mr. Endress is serving on the administrative team for faculty negotiations, and at times, things are moving slower than he anticipated. He made a few remarks to faculty and staff at Opening Days and has not had any feedback regarding this. Mr. Endress attended the Highland softball team's alumni game the first Sunday of August. He served as a base umpire for the softball team's game versus the alumni, and later pitched for an alumni slow pitch game. He reported that he shared with Mr. Kurt Simpson, Director of Facilities and Safety, that the man who takes care of the Highland ball fields for Aquin has cleared out a lot of brush and it looks much better.

#### Administration

Ms. Kuberski reported that since Opening Days, she has heard back from the Higher Learning Commission (HLC) and their recommendation is to take Highland off notice. While this will need HLC board approval, the College could not be in a stronger position. Ms. Kuberski will meet with faculty tomorrow to share the news, as well as to provide an update on dual credit and talk about the College's social media policy. The social media policy will also be discussed at orientation with nurses and athletes. Dual credit faculty were required to attend an orientation, where Ms. Kuberski shared assessment information. It is the expectation of HLC that dual credit courses mirror on-campus classes. The College has 40 to 50 dual credit instructors, of which only six did not attend one of two meetings and will be contacted for follow-up. The initial response from those attending the meetings was positive. Four off-campus locations were connected to the meeting electronically if the instructors did not want to travel to the College. Mr. Hood reported that Ms. Kuberski has been an "exemplary leader" throughout the HLC process, and he could not have asked for better leadership, although this was a true team effort.

Mr. Anderson reported that projects are being completed on campus.

Ms. Gerber has requested time at the Board retreat to update trustees on the donor-funded marketing initiative. She thanked trustees for previously approving the contracts for travel services for the Upward Bound and Project Succeed trips. During the trip, two return flights were cancelled due to tornadoes, and the travel company had all of their staff working to get the College's participants home. Through the Community Foundation of Northern Illinois grant, money has been put toward marketing of occupational programs. A publication has been created, which is being distributed by CareerTEC to all high schools. It features information on how students can complete their education at Highland.

Mr. Hood reported that Mr. Endress' remarks at Opening Days were "right on target," and he gave kudos and expressed appreciation to Mr. Endress. It was interesting to see faculty and staff answering their own questions regarding assessment during the Opening Days session because they have been so "immersed in the sprint" over the last 18 months. It was also fulfilling to listen to the answers being given by the assessment mentors. Mr. Hood reported that Ms. DeMichele will be the key face of the student body, and students are the most important reason we are here. There were 25 participants at the Leadership Institute opening meeting last week. Mr. Hood commended Mr. Jim Phillips, director and coordinator of Highland's

Leadership programs, for maintaining and gaining momentum with the programs. There is motivation on behalf of the Freeport Park District and City of Freeport for a bike path to connect and complete the circuit to Highland. The initial plan was to bring the path past the Barn and put it on the shoulder of the loop road at a cost of \$2.25 and \$2.5 million. Mr. Jack Carey, Executive Director of the Park District, believes he can secure a grant for the bike path, with the support of the College and Foundation, at no charge to the College. Mr. Hood believes this also removes the College's liability. The grant must be completed by January 1. At this point, the Park District has approved an agreement with Fehr Graham for a schematic. Mr. Hood and Mr. Anderson will meet with Mr. Carey and others to look at a possible location for the proposed bike path.

Mr. Endress informed trustees that ICCTA has created a DVD of the required trustee training that ICCTA provided earlier this year. If trustees or administrators are interested in watching the DVD, they should contact Ms. Grimes. He also reported that, in past years when the Shindig was being held, former trustee Diane Gallagher had asked for monetary contributions for a gift from trustees. Mr. Endress asked if trustees wanted to be involved again this year, and it was determined that this will be discussed at the upcoming Board retreat. Mr. Block noted that Mr. Reinke's Foundation report earlier in the meeting had good, detailed information.

#### Strategic Plan

Ms. Gerber and Ms. Leslie Schmidt provided a report on a joint advertising campaign with Columbia College and Highland. The campaign was funded by Columbia College, and they have committed to doing the campaign again. The campaign targeted nontraditional students.

At 5:21 p.m., the Chairperson declared a recess; the meeting resumed at 5:34 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: Endress, Jennings, Musser, Groezinger, Shockey, Block, DeMichele  
NAYS: None

At 5:35 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:47 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### OLD BUSINESS

There was no old business.

### NEW BUSINESS

Mr. Endress appointed Mr. Musser to serve as Chair of the Presidential Annual Review Committee, and Mr. Shockey to serve as Chair of the Audit & Finance Committee, formerly chaired by Mr. Musser.

### DATES OF IMPORTANCE

The quarterly Board retreat will be held on September 12 at 8:30 a.m. Mr. Hood has a conflict and may go to the Illinois Council of Community College Presidents meeting instead. Mr. Endress noted that the quarterly retreat schedule will be tweaked so that the December and June meetings are held on Thursdays, and the March and September meetings are held on Wednesdays to avoid future conflicts. The September 24, 2019, regular Board meeting will be preceded by a budget work session at 3:00 p.m. There is a chance that Mr. Endress may not be able to attend, and Ms. Groezinger indicated that she is unable to attend.

### ADJOURNMENT

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 5:53 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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