

**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 September 24, 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, Mr. Blake Musser, and Mr. Shawn Boldt

The following members were absent: Dr. Steve Jennings, Ms. Pennie Groezinger, and Ms. Payton DeMichele

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Carol Wilhelms, Faculty (departed 4:54 p.m.); Mr. Alan Nowicki, Faculty (departed 4:54 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (departed 4:11 p.m.); Mr. Anthony Musso, Coordinator, Career Services (departed 4:36 p.m.); Ms. Michaela Hooper, Student Information Assistant (departed 4:11 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:54 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 4:54 p.m.); Mr. Brad Hart, Big Radio (arrived 5:06 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**PUBLIC HEARING CONCERNING THE 2019 – 2020 BUDGET**

At 4:00 p.m., Mr. Endress stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2019 – 2020 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Endress asked if any trustees had comments regarding the 2019 – 2020 budget, and there were none. He asked if the Board Secretary had received any written testimony concerning the 2019 – 2020 budget, and Ms. Grimes responded that she had received none. Mr. Endress asked if there was any oral testimony or public comments concerning the 2019 – 2020 budget, and there was none. Mr. Endress stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2019 – 2020 budget.

Mr. Musser moved and Mr. Boldt seconded the motion that the Public Hearing on the 2019 – 2020 budget be finally adjourned. The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Boldt, Shockey  
NAYS: None

At 4:02 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2019 – 2020 budget finally adjourned.

### **APPROVAL OF MINUTES**

Mr. Block moved and Mr. Musser seconded the motion to approve the minutes of the August 21, 2019, Presidential Annual Review Committee and the August 27, 2019, regular meeting, as presented. The vote being unanimous, the motion carried.

### **PUBLIC COMMENTS**

Mr. Alan Nowicki, faculty member, provided public comments. He stated that the Natural Science and Mathematics division has been working for a long time on long-term planning in the division, through the use of Capital Bonds and Protection, Health, and Safety funds. The division has proposed projects through the current bond process for renovation of the Biology and Physics labs, as well as more solar panels on campus. Mr. Nowicki explained that one proposal is for a 300kW solar array on the west part of campus with an approximate five-year payback. The solar project would save the College \$40,000 per year for the next 25 years or \$1.172 million total. He later learned that athletics may want to use the area in the future for soccer fields, and he expressed his belief that there needs to be long-term planning, coordinated with other areas of the College. He reported that, for the most recent bond proposal, there were 43 proposed projects, and presenters were given only five minutes each to present their proposal. He believes the College is running into the limits of what the current processes can accomplish to determine Capital Bonds and PH&S funding. The short time frame and the large number of proposals make the current process difficult. He would like to see a long-term strategic plan for projects, such as the ones proposed, that covers a period of years. He concluded his remarks by noting that much of the College is 50 years old and items will need to be replaced. Mr. Endress expressed his appreciation to Mr. Nowicki for his comments, stating that if the Board begins a long-term planning process, he will contact him.

### **INTRODUCTIONS**

Mr. Jeremy Bradt, Director of Enrollment & Records, introduced Ms. Michaela Hooper, Student Information Assistant, and Ms. Gerber introduced Mr. Anthony Musso, Coordinator of Career Services. Mr. Endress encouraged Ms. Hooper and Mr. Musso to feel free to provide thoughts about things that could be “tweaked” as they learn their new roles.

### **BUDGET REPORT**

Ms. Janssen thanked trustees for their time during the budget work session and thanked Mr. Nowicki for the points he made earlier in the meeting.



## FOUNDATION REPORT

There was no report.

## CONSENT ITEMS

- A. Academic (None)
- B. Administration
  - 1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2019 Leadership Congress  
*Recommendation:* That the Board of Trustees approves the appointment of Trustee Pennie Groezinger to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2019 Leadership Congress in San Francisco, California, October 16 – 22, 2019. It is further recommended that Trustee Jim Endress serve as the alternate delegate, if Ms. Groezinger is unable to fulfill her responsibilities at the meeting.
- 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 Fall of 2019.
- D. Financial (None)

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

AYES: Endress, Musser, Boldt, Shockey, Block  
NAYS: None

Whereupon the Chairperson declared the motion carried.

## MAIN MOTIONS

- A. Academic
  - 1. Linking Talent with Opportunity Dual Credit Memorandum of Understanding Between Highland Community College and Career and Technical Education Consortium (CareerTEC) for the 2019 – 2020 Academic Year (FY20)  
Mr. Musser moved and Mr. Boldt seconded the motion to approve the Memorandum of Understanding for the 2019 – 2020 academic year (FY20), as presented, for qualified students attending the Career and Technical Education Consortium (CareerTEC). The roll call on the motion was as follows:

AYES: Musser, Boldt, Shockey, Block, Endress  
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – Revised Policy: Policy 4.034 – Sexual and Other Harassment  
Mr. Shockey moved and Mr. Musser seconded the motion to approve for first reading revised policy 4.034, Sexual and Other Harassment, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Block, Endress, Musser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. 2019 – 2020 Budget  
Mr. Block moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2019 – 2020 budget. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Musser, Boldt  
NAYS: None

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

Mr. Shockey thanked Ms. Janssen for her hard work to present a balanced budget and suggested that it is worthy of publicizing that the College has a balanced budget this year.

2. Approval of Service Agreement Between Highland Community College and Stamats, Inc. for the Provision of Academic Program and Branding Research  
Mr. Musser moved and Mr. Boldt seconded the motion to approve the agreement between Highland Community College and Stamats, Inc. for the provision of academic program research in the amount of \$65,000 and branding research in the amount of \$43,200. Travel expenses and research incentives will be billed as incurred. The majority of the contract will be paid from a \$100,000 gift to the Foundation. The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Boldt, Shockey  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Resolution Providing for the Issue of not to Exceed \$2,150,000 General Obligation Community College Bonds for the Purpose of Paying Claims Against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchase Thereof

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

RESOLUTION providing for the issue of not to exceed \$2,150,000 General Obligation Community College Bonds of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

The roll call on the motion was as follows:

AYES: Endress, Musser, Boldt, Shockey, Block  
NAYS:None

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

Mr. Shockey stated that it is nice to see that the debt certificates are being refinanced in a way that is a good solution and good for the taxpayers.

4. Payment of Bills and Agency Fund Report

Mr. Musser moved and Mr. Boldt seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the August 2019 bills, including Board travel, in the amount of to \$853,585.73, Automated Clearing House (ACH) debits W0000546 through W0000551 amounting to \$27,145.86, and Electronic Refunds of \$3,074.60, with 14 adjustments of \$3,074.94, such warrants amounting to \$880,731.25. Transfers of funds for payroll amounted to \$543,399.02. The roll call on the motion was as follows:

AYES: Musser, Boldt, Shockey, Block, Endress  
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

Mr. Endress asked if the FY19 financial numbers would change, and Ms. Janssen reported that she believes the numbers are 99.9 percent firm with the auditor.

Student Trustee

There was no report.

Audit & Finance Committee Chair

The committee will meet to accept the audit next month.

Presidential Annual Review Committee

Mr. Musser reported that a meeting is scheduled for October 2, 2019, at which time the committee will review the documents that have been provided.

ICCTA Representative

Mr. Endress attended the ICCTA committee and board meetings earlier this month. The educational workshop was on the legalization of recreational marijuana, which is effective January 1, 2020. Mr. Hood attended the session and reported that the themes included proceeding with caution; recreational marijuana is still against federal law; the State Department of Agriculture will be crafting the blueprint for eight sites at community colleges; institutions should be careful about starting out offering anything related to growing or manufacturing on campus; and, training and ancillary programs that go beyond cultivation can be started, rather than taking risks and coming up with a security system for products. Community colleges that are interested should "keep their finger on the pulse" and be involved with the State Department of Agriculture. Mr. Hood also noted that discussion surrounded the fact that community colleges should include external community boards in the planning process, such as economic development boards, as they will be good partners in the discussion. Mr. Endress reported that Oakton Community College is already offering a certificate to train people who might work in a medical marijuana dispensary or pharmacy. Trustees who would like to review the presentation materials from ICCTA should contact Ms. Grimes. Mr. Endress noted that this is ICCTA's 50<sup>th</sup> anniversary and they solicited submissions from Illinois community college students for a new logo. There were 64 entries submitted from 11 community colleges, and the winner of the contest was from Oakton. During the ICCTA meeting, the legislative counsel shared highlights of the legislative session, reporting that there were just under 700 bills approved, with only seven vetoes and one amendatory veto, so it does not look like there will be a full six days of veto session this Fall. ICCTA is making a change in the timing to adopt their legislative agenda earlier so it can be approved at the November ICCTA board of representatives meeting. This will allow community colleges to be able to talk with their legislators before they return to Springfield in January. Ms. Grimes will send an email to trustees with information on how trustees may submit items to ICCTA for consideration for the legislative agenda. ICCTA adopted a Resolution honoring Mr. Fritz Larsen for his service as past president of ICCTA. The ICCTA Executive Committee met with the new ICCTA Executive Director, Mr. Jim Reed. Mr. Reed has been on five community college campuses to either conduct a board self-evaluation or visit a board meeting. During the ICCTA meeting, there was also a discussion on



community colleges offering a BSN and, while it is very necessary and relevant, the short-term odds of being able to do so are slim. Mr. Endress suggested reaching out to other institutions to develop 2+2 or 3+1 agreements so students may complete their BSN without leaving campus.

#### Board Chair

Mr. Rob Urish, former Highland trustee and current HCC Foundation Board President, will be recognized at the Distinguished Alumni ceremony on October 10. Mr. Urish will be stepping down as Foundation Board President. Mr. Endress believes the College needs to invite our legislators to campus, perhaps at the December Board retreat. This would be an opportunity for trustees to offer any legislative needs they may have and point out that the College is not on the list of proposed Capital Development projects. Mr. Endress continues to serve as the Board's representative on the negotiations team for the faculty contract. He has talked with Mr. Jeff Reinke, Foundation Executive Director, and Mr. Reinke has agreed that Mr. Endress and Mr. Block may share the responsibility for attending Foundation board meetings at this time. The recent Farm to Table dinner was well done, and this was a good opportunity for people to get a glimpse of Highland's Ag program. Mr. Shockey, Mr. Block, and Mr. Endress attended an event with the Dean of the University of Illinois' College of ACES, who noted that a small number of students are transferring from Highland to the College of ACES. Mr. Endress concluded his Board Chair report by announcing that he was videotaped earlier today for a piece honoring Mr. Del Scheider. In addition to Mr. Endress and Mr. Scheider, Mr. Hood, Mr. Block, Mr. Endress' father, Dennis, and Mr. Scheider's son, Tom, were also interviewed.

#### Administration

Ms. Kuberski reported that a Transitional Math workshop was recently held, during which time a standard syllabus was developed for STEM Math and Quantitative Literacy. Students taking these classes this year should have portability by the Fall. Another workshop will be held in February and all the high schools will be invited again.

Ms. Janssen reported that the Mass Communication department created an emergency response video, which will be available on campus computers and employee and student portals on the Highland website. A drill will be held next week and faculty will be asked to run the video and keep it accessible for those who are not available for the drill. There was great teamwork between the Mass Communication department and the College's Emergency Response Team on this video.

Ms. Gerber recently completed an appropriations survey in response to new legislation addressing gaps in mental health services. She estimated that it will cost the College over \$200,000 each of the next three fiscal years to comply with the new act.

Mr. Hood reported that he, Ms. Gerber, and Ms. Stacey Benkert attended the Education Works summit sponsored by the Community Foundation of Northern Illinois, and the College was recognized as a substantial partner with Rock Valley College. At the summit, Mr. Hood was approached by Belvidere School District Superintendent Mr. Dan Woestman, who asked Mr. Hood if he could attend a future College Board meeting to thank trustees for offering Ag dual credit to his students. There are a number of Belvidere students enrolled in the Ag classes. The annual choral music festival was held on campus today. Approximately 135 high school

students, all interested in choral music, attended the event, along with staff from each of 15 high schools. Mr. Hood believes we will see these students transferring to Highland.

#### Strategic Plan

Ms. Gerber distributed this month's strategic plan report, which focused on outreach from the Testing Center. She encouraged trustees to contact her if they had questions.

#### CLOSED SESSION

Mr. Musser moved and Mr. Shockey 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:           Boldt, Shockey, Block, Endress, Musser  
NAYS:           None

At 4:55 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES:           Shockey, Block, Endress, Musser, Boldt  
NAYS:           None

At 5:06 p.m., the Chairperson declared the motion carried and the Closed Session ended.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

Mr. Hood reported that the College's Medical Assistant program received accreditation, and he thanked Ms. Alicia Kepner for her work on this. Mr. Block also noted that the Auto Body program has been reaccredited by NATEF.

#### DATES OF IMPORTANCE

The next regular Board meeting is scheduled for October 22, 2019, at 4:00 p.m. in the Robert J. Rimington Board Room. The meeting will be preceded by a demonstration of the new firearm simulator in room M-120 at 3:00 p.m., and the Audit & Finance Committee meeting at 2:00 p.m. The next quarterly Board retreat will be held on Thursday, December 12, 2019, at



8:30 a.m. in room H-206. Mr. Endress also reminded trustees that Highland's Ag department has a fundraising event tonight at Culver's in Freeport from 5:00 to 8:00 p.m. During those hours, 10 percent of the sales will go to the program.

**ADJOURNMENT**

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 5:11 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