

**PRESIDENTIAL ANNUAL REVIEW COMMITTEE**  
**BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519**  
**Counties of Stephenson, Ogle, Jo Daviess and Carroll**

**CALL TO ORDER/ROLL CALL**

The meeting of the Presidential Annual Review Committee of the Board of Illinois Community College District No. 519 was called to order by Mr. Blake Musser, Committee Chairperson, at 4:12 p.m. on October 2, 2019, in room H-206 in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were present: Dr. Steve Jennings, Mr. Blake Musser, and Ms. Pennie Groezinger

The following members were absent: None

Also present: Mr. Steve Mihina (departed 4:17 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

There were no public comments.

**GENERAL DISCUSSION OF THE PRESIDENT'S ANNUAL REVIEW PROCESS**

Mr. Musser reported that the committee needs to make sure that the presidential annual review process complies with the requirements of the President's contract. The committee also needs to determine if they want to survey the Full Cabinet again, as had been done in the past, or if they want to expand the group to include other constituents, such as students, faculty, staff, trustees, taxing bodies, business leaders, etc.

**CLOSED SESSION**

Ms. Groezinger 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, 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, Jennings  
NAYS: None

At 4:17 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Groezinger, Jennings, Musser  
NAYS: None

At 5:01 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### OLD BUSINESS

There was no old business.

### NEW BUSINESS

The next meeting of the Presidential Annual Review Committee will be held on Tuesday, October 22, 2019, immediately following the regular Board meeting. After the October regular meeting agenda is prepared, the committee meeting time will be determined. A second committee meeting is scheduled for November 6, 2019, at 4:00 p.m.


Ms. Karen Brown, Director of Human Resources, will be invited to the October 22<sup>nd</sup> meeting to share her expertise. Committee members were also asked to send Ms. Grimes two questions that could be used in a survey to external stakeholders, including business leaders and major partners.

Mr. Musser will contact Board Chair Mr. Jim Endress to provide an update on the meeting, including a recommendation that Mr. Hood provide a report on his goals at the December quarterly retreat, and a recommendation that a survey be developed to be sent to external stakeholders.

### ADJOURNMENT

Dr. Jennings moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 5:21 p.m., there being no further business, Mr. Musser 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