

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

At 3:00 p.m., prior to the regular meeting, Criminal Justice Instructor Ms. Jennifer Roser, Stephenson County Sheriff's Department Sergeant Bob Sutter, and Criminal Justice students provided trustees with a demonstration of the new use of force (firearms) simulator, which is located in room M-120 in the Marvin-Burt Liberal Arts Center on the Highland Community College campus.

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 October 22, 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, and Ms. Payton DeMichele

The following members were absent: Mr. Doug Block, and Mr. Shawn Boldt

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. Dan Rowe, Wipfli, LLC (departed 4:18 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:29 p.m.); Mr. Alan Nowicki, Faculty (departed 5:07 p.m.); Ms. Kate Perkins, Faculty Senate (arrived 4:09 p.m.; departed 5:07 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:30 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:07 p.m.); Ms. Karen Brown, Director, Human Resources (departed 4:35 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Shockey moved and Mr. Musser seconded the motion to approve the minutes of the September 12, 2019, Board retreat, and the September 24, 2019, budget work session and regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Mr. Alan Nowicki, faculty member, provided public comments. He asked the Board to reconsider some of the capital bond projects and to consider the solar project. He read a

prepared statement (see attached) asking trustees to take a look at solar and to consider what is in the best interest of the district. Ms. Janssen reported that a work group determines the Protection, Health, and Safety (PH&S) projects each year, and that solar could potentially be a future project. Mr. Nowicki also clarified that the information included on the handout was based on information provided by Eagle Point Solar, the company that installed the first solar array.

INTRODUCTIONS

Ms. Kuberski introduced Ms. Karen Brown, Director of Human Resources.

AUDIT REPORT

Mr. Endress introduced Mr. Dan Rowe of Wipfli, who reviewed the FY19 audit. Mr. Rowe met earlier today with members of the Audit & Finance Committee and reported that the College once again received an unmodified or "clean" opinion. The College's total net position as of June 30, 2019, was \$21,299,223, while the Foundation's net position was \$24,258,487. The change in net position for the College and the Foundation was \$1,668,147 and \$507,630, respectively. The ICCB grants, enrollment turned in for reimbursement, and the single audit of student financial aid also received unmodified or "clean" opinions. There were four adjusting journal entries that were made, and Mr. Rowe noted that the accounting records "were in very good order." Mr. Endress thanked Mr. Rowe and his firm for their service to the College.

BUDGET REPORT

Ms. Janssen reported that for the upcoming tax levy, she is aiming for an overall flat tax rate. This also includes an estimate of a 2.1 percent increase in equalized assessed valuations. A Truth in Taxation notice that includes the numbers and percent of change will need to be published in *The Journal-Standard* and a paper in each of the other three counties. A public hearing will also be held at the November meeting. Ms. Janssen reminded trustees that because we levy a certain amount, it does not mean we will necessarily collect that amount. The increased levy is due in part to the proposed PH&S project for the gym floors, the increase in EAVs, and increases in the contracts with the Sheriff's Department and for mental health services. She believes EAVs will increase in the 3 to 3.5 percent range, but the College will get the lesser of what we levy or the levy times the tax rate.

FOUNDATION REPORT

Mr. Jeff Reinke provided the Foundation report. Trustees viewed the video on founding trustee Mr. Del Scheider that will be shown at the upcoming Legacy Gala, and Mr. Reinke thanked all who are attending the gala. He explained that people may bid online on over 100 auction items, and he encouraged trustees to share the link for the online auction. The Foundation Scholarship Awards ceremony was held on October 6, with over 300 people in attendance, and six individuals were recognized at the Foundation's Distinguished Alumni event on October 10. The Foundation annual meeting will be held in November, and the Foundation will sponsor a holiday party in December.

Mr. Dan Dick, Highland alum and former student trustee, has recently been hired by the Foundation as the Major Gifts Officer, working one-on-one with donors.

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 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, Jennings, Musser, Groezinger, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)
- B. Administration
 - 1. Second Reading – Revised Policy: Policy 4.034 – Sexual and Other Harassment
Dr. Jennings moved and Mr. Musser seconded the motion to approve for second 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: Jennings, Musser, Groezinger, Shockey, Endress, DeMichele
 - NAYS: None

Whereupon the Chairperson declared the motion carried.

- 2. First Reading – New, Revised, and Reaffirmed Policies: Policy Manual Chapter III – Student
Dr. Jennings moved and Ms. Groezinger seconded the motion to approve for first reading the new and revised policies in Chapter III of the Policy Manual, as

presented, and affirm for first reading the unchanged policies in Chapter III of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy: Policy 2.19 – Course Credit Hours
Ms. Groezinger moved and Mr. Musser seconded the motion to approve for first reading revised policy 2.19, Course Credit Hours, as presented. The policy is included in Chapter II, Instruction, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

- C. Personnel (None)
D. Financial

1. Acceptance of FY19 Annual Audit
Mr. Shockey moved and Mr. Musser seconded the motion to accept the annual audit for FY19. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Resolution Authorizing Entry into a Joint Cooperative Purchasing Agreement with Sourcewell, Formerly National Joint Powers Alliance
Dr. Jennings moved and Mr. Musser seconded the motion to approve entering into a Joint Cooperative Purchasing Agreement with Sourcewell, which allows the College to become a member of the cooperative purchasing entity. The roll call on the motion was as follows:

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

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

3. First Reading – Variable Tuition: Courses NURS 103 – Pharmacology, NURS 296 – Physical Assessment, and NURS 192 – Health and Illness I
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 courses NURS 103, Pharmacology and NURS 296, Physical Assessment, effective with the Summer 2020 semester, and course NURS 192, Health and Illness I, effective with the Fall 2020 semester. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Resolution Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Purchasing Real or Personal Property, or Both, in and for the District and for the Issue of Approximately \$5,350,000 General Obligation (Limited Tax) Debt Certificates, Series 2019A, of the District, in Order to Alter, Repair, and Equip School Buildings and Facilities of the District, and Authorizing the Sale of Said Certificates to the Purchaser Thereof
Dr. Jennings moved and Mr. Musser seconded the motion to approve the following Resolution:

Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of \$5,330,000 General Obligation (Limited Tax) Debt Certificates, Series 2019A, of said Community College District, in order to alter, repair and equip buildings and facilities of said Community College District, and authorizing the sale of said Certificates to the purchasers thereof.

Ms. Janssen clarified that when the agenda was prepared, it was anticipated that the College would issue \$5,350,000 in bonds, but the amount actually came in lower at \$5,330,000, as is outlined in the recommendation Mr. Endress read.

The roll call on the motion was as follows:

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

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

5. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2019 bills, including Board travel, in the amount of \$1,097,508.15, Automated Clearing House (ACH) debits W0000552 through W0000556 amounting to \$35,672.46, Other Debits D0000097 amounting to \$81.22 and Electronic Refunds of \$54,099.81, with 6 adjustments of \$1,645.68, such warrants amounting to \$1,185,715.96. Transfers of funds for payroll amounted to \$574,672.67. The roll call on the motion was as follows:

AYES: Groezinger, Shockey, Endress, Jennings, Musser,
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 report.

Student Trustee

Ms. DeMichele reported that, in response to students who have asked for more student events, Student Senate is working on a Halloween costume contest in October and a Homecoming dance in November.

Audit & Finance Committee Chair

Mr. Shockey reported that the Audit & Finance Committee had a good, interactive meeting earlier today with good questions.

Presidential Annual Review Committee

Mr. Musser reported that the committee will meet tonight for their third meeting. They will be reissuing the survey that was previously sent to Full Cabinet. Dr. Jennings had made a recommendation to remove one response choice in the previous survey to help with accuracy. The committee is also discussing the possibility of surveying stakeholders.

ICCTA Representative

The next ICCTA meeting will be held in November. About 75 people from Illinois attended the Association of Community College Trustees Annual Leadership Congress in San Francisco. Highland representatives who attended had an opportunity to meet Mr. Jim Reed, new Executive Director of ICCTA.

Board Chair

Mr. Endress continues to represent the Board's interests on the negotiations committee. He and Mr. Block continue to share the responsibility for attending Foundation meetings, which

continue to be a work in progress. Mr. Endress encouraged trustees to talk with him one-on-one if they have comments or concerns.

Administration

Ms. Kuberski and Mr. Jim Phillips are making good progress on an Illinois Community College Board grant for a Teacher Education Pathway. They met with representatives of Freeport High School (FHS) last week, and she anticipates FHS wrapping this into their Academy. She and Mr. Phillips are also in conversations with Western Illinois University to offer junior and senior years on campus. The grant is due November 15, and the College should know shortly thereafter if the proposal has been funded. About seven or eight administrators would be touched by the grant, as well as LifeSize, dual credit scholarships, and books for FHS to use for two to three years. Ms. Kuberski received a message from the Higher Learning Commission (HLC) that they want to identify potential dates for the next visit, and she should hear by the end of the year which dates the College selected were chosen. The HLC board meets on November 7 and 8, and the College should hear within a couple weeks after their meeting regarding the final determination on our accreditation. Ms. Groezinger expressed her congratulations to the Nursing and Allied Health program staff for their recent accreditation, and Mr. Hood noted that the College should be picking up a number of students due to the quality of this program. Ms. Groezinger also noted that she was encouraged to hear from Ms. Jennifer Roser that she is working on a cybersecurity program, and this will also set the College apart from others. Mr. Hood noted that he will report quarterly at the Board retreats on new programs.

Mr. Anderson will meet with Dr. Beth Summers of FHS to discuss career and technical education (CTE). He also noted that the second Thomson cohort class graduated on October 1. As announced in Mr. Anderson's administrative report, the CNC Machining program was awarded a \$10,000 grant from the Gene Haas Foundation. The money will be used for scholarships in the CNC area. Mr. Musser noted that October is Manufacturing Month, and he asked if there was anything done this year to recognize that. Mr. Anderson reported that the College hosted an event last Friday with CareerTEC, during which the College fed the students, held an expo, and the students visited the CNC area while here.

Ms. Gerber reported that the College received a \$30,000 child care grant and will be partnering with the YMCA beginning in January. She recognized Ms. Stacey Moore, her Executive Assistant, for gathering the information for the grant. Through the grant, fees that the students pay for childcare will be matched. Mr. Hood also recognized Early Childhood Education Coordinator Ms. Melissa Johnson for finding the grant for which Ms. Gerber and Ms. Moore wrote. Ms. Gerber reported that the Eastland CollegeNOW agreement will be presented to trustees for approval at the November regular Board meeting. Mr. Dan Dick, Coordinator of the High School Servant Leadership program, intends to continue to lead the program after he begins working for the HCC Foundation. Ms. Gerber concluded her report by announcing that Stamats representatives are working on program research and will be on campus November 18 and 19.

Mr. Hood announced that the College is working with a successful Region 1 Planning Council grant writer, who will review the Teacher Education Pathway grant before it is submitted. The Phi Theta Kappa induction ceremony will be held tomorrow evening. Other upcoming events include the Leadership Forum banquet on November 13, and an Ag lunch on November 19 at 11:30 a.m. The event will include the viewing of a film about a grain bin accident.

OLD BUSINESS

There was no old business.

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

At 5:07 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:23 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

NEW BUSINESS

Mr. Endress announced that it was suggested that a fourth person be added to the Presidential Annual Review Committee, and he appointed Mr. Boldt.

Mr. Endress challenged those who attended the ACCT Annual Leadership Congress to share the titles of sessions that they found of value. He encouraged administrators to let trustees know if they would like additional information regarding any of the sessions that were mentioned, and Ms. Grimes will work with the trustee who attended the session to coordinate a longer presentation.

Mr. Endress noted that Mr. Alan Nowicki has presented public comments at two Board meetings in a row, first suggesting the College have a long-range campus facilities plan and tonight asking trustees to consider the solar project, which was not selected for funding through the bond process. The College had a process through which the proposed bond projects were vetted and

scored. Ms. Janssen reported that this project could be funded through Protection, Health, and Safety (PH&S) funds, and Mr. Hood noted that he believes people who voted against the project did so because there was another way to fund it. At some point, trustees will also be presented with a proposal for a bike path on campus, and trustees encouraged administration to think about the possible makeup of a group that would look at a long-range campus facilities plan. Mr. Musser reminded trustees to refrain from interacting during public comments and keep to the allotted time.

Kishwaukee College will host the next ICCTA Northwest Region meeting on either April 1 or April 20. If trustees have a date preference, they should let Ms. Grimes know by tomorrow.

DATES OF IMPORTANCE

The annual Madrigal Dinner will be held on December 6 and 7. The next regular Board meeting is scheduled for November 26, 2019, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on Thursday, December 12, 2019, at 8:30 a.m. in room H-206.

ADJOURNMENT

Mr. Shockey moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 5:58 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

Handout 10/22/19
Board Meeting

Why Fund Another Solar Project with Capital Bond Money in 2020?

- No other bond project has evidence of any financial return.
- Our experience with solar has shown the financial benefits:
 - We have already received **\$25,000** in incentives for the first solar project (initial cost ~\$200,000).
 - We have signed a contract for another **\$112,000** in incentives.
 - **Annual** energy savings look to be about **\$10,000**.
 - The existing HCC solar array will yield about **\$300,000** over costs during its 25 year life.
- We have limited time to take advantage of incentives for solar projects. The incentives mandated Future Energy Jobs Act will be one third of the way to expiring.
- The financial return allows us to get the most for our money.
 - If we fund the solar project, all the money we spend comes back ***in about five years***. We can use that money to fund other projects on the list.
 - No other projects have any guarantee or any evidence that suggest a 100% financial return - *in any time frame*. If we do these projects first, we get less.
 - A new 300 kilowatt solar array will yield about **\$1,172,430** over costs during its 25 year life
- Solar energy **reduces** carbon emmissions and provides an **environmentally-friendly** learning environment.
- Solar energy locks in our energy costs and protects us from future price shocks.
- By providing a **19% return** on our investment, the solar project helps the college meet its educational goals
- Any businessman or investor who had to make this decision would **Choose the project with the Best Return First.**

Executive Summary

Student Conference Center: RFP-SITE 2- 300kW - 67% kWh Offset

Electric Utility Savings: Anticipate a savings of approximately \$38,378 in electric bills (66%) at current utility rates in the first year. Savings will grow as electric utility rates are expected to rise 3.00% a year. The purchase of electric energy (kWh) from your utility is expected to be reduced by 67%.

Over 25 years, annual utility savings are anticipated to average \$56,334, for a total utility savings of \$1,408,344.

Performance Summary

Solar Electric (PV) System: 300 kW DC producing 420,710 kWh/Year.

Purchase Price & Net Cost

Contract Price: \$570,000

Incentives to Customer: (\$334,086)

Net Purchase Cost: \$235,914

Financial Ratios

Cashflow Payback: 5.6 years

Internal Rate of Return (IRR): 19.2%

Cash Gained over Life: \$1,172,430

- CO2 Saved over System Life: 8,625 tons. Equivalent to driving 17,250,000 auto miles

Finance: Cash

Cumulative Cash Flow

