

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 6:32 p.m. on October 22, 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: Mr. Shawn Boldt

Also present: Ms. Karen Brown, Director of Human Resources (via phone at 6:45 p.m.; departed 6:58 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.

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

Mr. Musser talked with Mr. Endress regarding an update from Mr. Hood on his goals. The update should be on the FY18 – FY20 goals, not the goals under Mr. Hood's previous employment contract, and should include details on how Mr. Hood is going to complete the goals by the end of his current contract. Ideally Mr. Musser hopes that the report will be completed by November 30, in preparation for discussion at the December retreat.

Ms. Karen Brown, Director of Human Resources, will be asked for her input on the CEO review process, with the goal to establish a process and procedure for evaluation of the President, both now and in the future.

Ms. Brown joined the meeting by phone. Mr. Musser asked for her thoughts on best practices, ideas, and processes for the survey the committee would like to undertake, noting that the committee would also like to do a survey of stakeholders. Ms. Brown will review the 360 degree survey that was sent to Full Cabinet previously. She suggested that if the survey was not done with outside entities before, it would be good to do that, as well. She noted that the information obtained through the survey may be used from a developmental standpoint, but the information may also be used as a performance evaluation tool.

Ms. Brown stated that a lot of what she is accustomed to is a scorecard. For example, how do the metrics measure up from a student engagement standpoint, admissions numbers, etc.? Typically with a survey there will be core questions that are the same throughout the various groups. She also recommends that Mr. Hood complete a self-evaluation, with the ratings then compared to the Board's ratings. Mr. Musser asked if there was merit to having in-person interviews conducted by Mr. Endress or Mr. Musser, and Ms. Brown reported that you would want to have some data follow-up and richer dialogues later about some of the pieces.

Mr. Musser will meet with Ms. Brown to discuss the 360 evaluation. Ms. Brown will look at the internal tool and questions that were given to Full Cabinet previously. She will provide feedback on what the external tool may look like by the middle of next week. The survey will go out to Full Cabinet by October 31 with a return date of one week later. The questions will be used as a basis for the survey to stakeholders. A concern was raised that people will not take the time to think about their responses to the survey. Following the survey, trustees will talk with stakeholders. If committee members have questions for the stakeholders, they should submit those to Ms. Grimes.

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 7:16 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 7:30 p.m., the Chairperson declared the motion carried and the Closed Session ended.

No action was necessary following the Closed Session.

OLD BUSINESS

Mr. Musser will contact Mr. Endress to discuss requesting an update from Mr. Hood on his goals. Mr. Musser will also meet with Ms. Brown this week to come up with a self-evaluation tool, as well as a survey to Full Cabinet and stakeholders. Mr. Musser will also discuss with

Ms. Brown the value of understanding the thoughts of various groups of employees through the survey.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Ms. Groezinger moved and Dr. Jennings seconded the motion to adjourn the meeting. At 7:35 p.m., there being no further business, Mr. Musser declared the motion carried and the meeting adjourned.

Respectfully submitted,



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