

**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 4:04 p.m. on November 26, 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, and Mr. Shawn Boldt (arrived 4:12 p.m.)

The following members were absent: Ms. Payton DeMichele

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 6:33 p.m.; returned 6:59 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:33 p.m.; returned 6:59 p.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (departed 6:33 p.m.; returned 6:59 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 6:33 p.m.; returned 6:59 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:20 p.m.); Ms. Kate Perkins, Faculty Senate (arrived 4:18 p.m.; departed 5:56 p.m.); Ms. Beth Groshans, Coordinator, Women's Athletics (arrived 4:18 p.m.; departed 5:56 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:27 p.m.); Mr. Dan Dick, Major Gift Officer, HCC Foundation (departed 4:17 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:56 p.m.); Mr. Pete Norman, Director, Athletics and Physical Education (departed 5:56 p.m.); Mr. Brad Hart, Big Radio (arrived 5:06 p.m.; departed 5:41 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**PUBLIC HEARING CONCERNING TAX LEVY**

At 4:04 p.m., Mr. Endress announced that the next agenda item would be a Public Hearing to receive public comments on the tax levy and that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. He asked if any of the trustees had comments regarding the 2019 tax levy, and there were none. He asked if the Board Secretary had received any written testimony concerning the 2019 tax levy, and Ms. Grimes indicated that no written testimony had been received. Mr. Endress asked if there was any oral testimony or public comments concerning the 2019 tax levy, 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 tax levy.

Dr. Jennings moved and Mr. Musser seconded the motion that the Public Hearing on the tax levy be finally adjourned. The roll call on the motion was as follows:

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

At 4:06 p.m., the Chairperson declared the motion carried and the Public Hearing adjourned.

### **APPROVAL OF MINUTES**

Mr. Musser moved and Dr. Jennings seconded the motion to approve the minutes of the October 2, 2019, Presidential Annual Review Committee meeting, and the October 22, 2019, Audit & Finance Committee meeting, regular meeting, and Presidential Annual Review Committee meeting, as presented. The vote being unanimous, the motion carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **INTRODUCTIONS**

Mr. Jeff Reinke introduced Mr. Dan Dick, HCC Foundation Major Gift Officer.

### **BUDGET REPORT**

Ms. Janssen is working on a detailed budget review and will use the information in preparation for a discussion on tuition and fees at the December retreat. She will send out a request to faculty and staff for information to be included in the Resource Allocation and Management Plan (RAMP) update, and she hopes to include capital planning in the RAMP process in the next couple years. Several tax levy items will be presented for approval later in the meeting. Overall, the tax rate is in the same range as in previous years. The levies will be filed in December. Mr. Block noted that Janesville, Wisconsin is looking at \$125 million in bonds for repairs. He noted that Highland has been able to keep up with repairs, and he encouraged Ms. Janssen to continue on the same path with the levies. Ms. Janssen reported that Ms. Carol Wilhelms, Accounting instructor, found an error in the FY19 annual audit, but it is not material to the overall financial statements. Mr. Dan Rowe of Wipfli will make the correction.

### **FOUNDATION REPORT**

Mr. Jeff Reinke reported that the Foundation Gala was a tremendous event with an anticipated net profit of around \$65,000. He reported that this is the busiest quarter of the year for the Foundation with several events, including the Scholarship Awards ceremony, Distinguished Alumni ceremony, annual meeting, Gala, and the holiday party next week. The Ag Development Committee will also meet again soon. The annual appeal has gone out featuring Mr. Endress and his father, Mr. Dennis Endress. Mr. Reinke expressed his belief that it is critical to have 100

percent trustee participation in the campaign as the Foundation looks at moving forward, and he hopes that all trustees can make a commitment by the end of the year.

### 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)

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

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

Whereupon the Chairperson declared the motion carried.

### MAIN MOTIONS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Aquin Schools, Eastland School District #308, Forreton High School, and Freeport School District #145 for the 2020 – 2021 Academic Year (FY21)

Mr. Shockey moved and Mr. Musser seconded the motion to approve the CollegeNOW agreements, as presented, for qualified students attending Aquin Schools, Eastland School District #308, Forreton High School, and Freeport School District #145 for the 2020 – 2021 academic year (FY21). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – New, Revised, and Reaffirmed Policies: Policy Manual Chapter III – Student

Dr. Jennings moved and Mr. Block seconded the motion to approve for second reading the new and revised policies in Chapter III of the Policy Manual, as presented, and affirm for second reading the unchanged policies in Chapter III of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy: Policy 2.19 – Course Credit Hours

Mr. Musser moved and Dr. Jennings seconded the motion to approve for second 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, Boldt, Shockey, Block, Endress, Jennings,  
Musser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Extension of Temporary Compensation and Hours Increase for Coordinator, Business Training

Mr. Block moved and Mr. Shockey seconded the motion to approve the extension of 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 November 10, 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 through February 22, 2020, or until an individual is hired to coordinate the Lifelong Learning Program, if sooner. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Second Reading – Variable Tuition: Courses NURS 103 – Pharmacology, NURS 296 – Physical Assessment, and NURS 192 – Health and Illness I  
Dr. Jennings moved and Mr. Musser seconded the motion to consider for second 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: Shockey, Block, Endress, Jennings, Musser, Groezinger, Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Resolution Authorizing Project “Building S Gymnasium Renovation” and to Authorize Approval for a Health and Safety Levy  
Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building S Gymnasium Renovation at a cost of \$908,000 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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

3. Education and Building Fund Levy  
Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$5,255,000 and building purposes taxes in the amount of \$1,410,000 for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21. The roll call on the motion was as follows:

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

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

4. Insurance Levy

Mr. Block moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$1,050,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21. The roll call on the motion was as follows:

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

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

5. Audit Levy

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21. The roll call on the motion was as follows:

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

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

6. Social Security and Medicare Levy

Mr. Shockey moved and Mr. Block seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21. The roll call on the motion was as follows:

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

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

7. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes Which are Presently Outstanding and Unpaid, Declaring the Intention to Avail of the Provision of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue \$5,700,000 Bonds for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law

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

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue \$5,700,000 bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

The roll call on the motion was as follows:

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

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

8. Resolution Calling a Public Hearing Concerning the Intent of the Board to Sell \$5,700,000 Funding Bonds for the Purpose of Paying Claims Against the District  
Mr. Musser moved and Mr. Shockey seconded the motion to approve the following Resolution:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$5,700,000 Funding Bonds for the purpose of paying claims against said Community College District.

The roll call on the motion was as follows:

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

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

9. Payment of Bills and Agency Fund Report

Mr. Shockey 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 October 2019 bills, including Board travel, in the amount of \$1,089,470.43, Automated Clearing House (ACH) debits W0000557 through W0000562 amounting to \$46,427.49, Other Debits D0000098 amounting to \$87.01, and Electronic Refunds of \$151,025.56, with 15 adjustments of \$876.95, such warrants amounting to \$1,286,133.54. Transfers of funds for payroll amounted to \$577,943.94. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Groezinger, Boldt,  
Shockey  
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

There was no report.

Audit & Finance Committee Chair

Mr. Shockey reported that when he and Ms. Janssen reviewed bills today, they discussed the mathematical error in the audit that she noted during her budget report earlier in the meeting.

Presidential Annual Review Committee

Mr. Musser thanked the committee members, and also Ms. Karen Brown, Ms. Christie Lewis, and Ms. Grimes for the "amazing job" of getting things organized for the committee.

ICCTA Representative

Mr. Endress reported that he was unable to attend the last ICCTA meeting. The ICCTA afternoon seminar focused on diversity.

Board Chair

Mr. Endress reported that he continues to serve on the negotiations committee and has been spending a lot of time on campus.

Administration

Ms. Kuberski reported that she was extremely excited to see the Higher Learning Commission's (HLC's) determination in print, and a celebration will be held during lunch at Opening Days for all to attend. She also received an email asking that she and Ms. Gerber present at the Standard



Pathway session during the HLC annual conference. The College's HLC liaison nominated Ms. Kuberski and Ms. Gerber to participate in the presentation, and the liaison will also be included on the panel to share Highland's story. This is quite an honor. Ms. Kuberski also received a confirmation that HLC's four-year full review visit will be October 25 and 26, 2021, and she believes the team will want to meet with trustees on October 25. Faculty and staff have been working on collecting evidence for the Assurance Argument, attending criterion webinars, as well as a question and answer webinar on the Standard Pathway. Mr. Endress stated that he was ecstatic about the letter from HLC regarding their determination. He congratulated Ms. Kuberski and all who worked on this, and Ms. Kuberski noted that this was a team effort. Mr. Block referred to Ms. Kuberski's administrative report regarding the Health Care Night at Dakota High School, inquiring whether this could be expanded to other schools. Ms. Kuberski will discuss this at the Counselors' Luncheon, and she noted that some schools already do this through dual credit.

Ms. Janssen reported that, through a partnership with the Stephenson County Unified Command, the Small Business Administration (SBA) is on campus offering loans for those affected by the recent flooding.

Mr. Anderson announced that custodial/maintenance negotiations have begun, and members of the administrative team include Mr. Anderson, Ms. Janssen, and Mr. Kurt Simpson. He expressed his appreciation to the custodial/maintenance staff for filling in while an employee is on medical leave. Mr. Block referred to Mr. Anderson's administrative report and inquired what could be done to help with the CNC student internships that were cut at a local company. Mr. Anderson reported that Mr. Aaron Sargent had asked to talk with the company's plant manager and was discouraged from doing so. Mr. Block suggested having an agreement with the company in the future so that internship positions are not cut, and Mr. Hood offered to help Mr. Anderson with this. Mr. Hood reported that Dr. Anna Alvarado, Superintendent of Freeport School District, recently gave her "State of the Schools" address and is embracing the academies, which will link with career pathways. Mr. Hood has been invited to join discussions with Dr. Beth Summers, Principal of Freeport High School, and Ms. Andrea Schultz Winter of Greater Freeport Partnership. Mr. Block also inquired about what could be done so that the College does not have the same situation again of needing to cancel the women's basketball season, and Ms. Gerber reported that information will be provided later in the meeting regarding opportunities to address that.

Mr. Hood met with a women's basketball recruit today, and the new head women's basketball coach, Mr. Blake Becke, who is already recruiting and has secured a phenomenal assistant coach. Mr. Hood noted that what we do for athletics enhances what we do at the College, and support for athletics brings in students who would not come here otherwise. Mr. Hood reported that the men's basketball team beat the number one team in the country and the reigning national champions, and he congratulated the coaches and Mr. Pete Norman. Mr. Hood thanked Ms. Gerber and staff for the CollegeNOW open houses. Around 200 people attended each night. CollegeNOW started with two schools and now there are around 12 participating. This brings in students that the College would not otherwise have enrolled. Nearly 100 students attended "Experience HCC Ag", including approximately 30 students from Belvidere High School. Mr. Hood noted that Ms. Groezinger also attended the event. The Illinois Council of Community College Administrators (ICCCA) conference was held two weeks ago, where Ms. Kuberski,

Dr. Chelsea Martinez, and Mr. David Esch gave a presentation on assessment mentors. Mr. Jeremy Monigold and Ms. Shelly Morgan also assisted with preparations for the presentation. Mr. Hood passed around letters from Dr. Michael Boyd, President of Kaskaskia College and Chair of ICCCA, congratulating the Highland team and the College for that work.

#### Athletic Department Plan

Mr. Pete Norman reported that the College has signed two women's basketball players. He also thanked Ms. Leslie Schmidt, Ms. Gerber, and her staff for the food trucks and other activities for the Vincennes game.

Ms. Gerber reported that there are several items in the current strategic plan that relate to athletics, and the vision goes beyond sustaining the program but also looking at growth. The recent issues with the gymnasium floors spurred discussions about the vision for athletics. Mr. Norman noted that the number of student-athletes has grown year after year but is down this year due to the cancellation of the women's basketball season. He reported that the graduation rate of student-athletes is 69.2 percent, while the overall student graduation rate is around 32 or 33 percent. Student-athletes are extremely motivated to graduate and move on to four-year institutions, and the student-athlete transfer rate has been between 84 and 93 percent. Mr. Norman expressed a concern that the College is currently on the low end of pay for coaches, and the pay is not equitable with other Highland coaches, such as Forensics. Athletic coaches are not paid to recruit, and assistant coaches receive one-half of the head coach salary. Mr. Norman would like to see the College build a new multisport facility and event center that would enhance the College atmosphere, and he anticipates that capital funding will be an important part of the overall funding. In the future, Mr. Norman anticipates the College offering more sports, which will increase new revenue by \$500,000 and double student-athlete enrollment. He anticipates that the College could begin offering men's and women's cross country, women's golf, and esports in FY21, men's and women's soccer in FY22, and men's and women's track and field in FY23. In addition, he believes more course offerings and programs could also be added. Mr. Norman concluded the presentation by reporting that the athletic plan will require campus and community support.

At 5:56 p.m., the Chairperson declared a recess; the meeting resumed at 6:04 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, Boldt, Shockey, Block  
NAYS: None

At 6:06 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:59 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### **ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

### **OLD BUSINESS**

#### *Bike Path Memorandum of Understanding*

The HCC Foundation currently owns the bike path from Kiwanis Drive to the street past Immanuel Lutheran School. The Foundation has been asked to donate 8.5 acres of property that is wooded and not tillable for a new bike path, and pay \$30,000 to remove any liability associated with the current bike path. The latest proposal from the City of Freeport and Park District is that the path be located on the outside of the loop road down to the soccer fields and through the Foundation's property to Stephenson Street. They have also now asked for another 3.5 acres of land from the Foundation, however, the Foundation board is not in favor of donating 8.5 acres of land, \$30,000, and the additional 3.5 acres. The Foundation Executive Committee took action to give the 12 acres of land when the path is ready to be constructed, but they would like the College to come up with the \$30,000. It was noted that the memorandum of understanding (MOU) for the bike path will need to include the final location of the path and a stipulation that the City of Freeport and Park District would be responsible for maintenance of the path. The MOU will also need to include a stipulation that if the Ag entrance on Stephenson Street is a part of the plan, the entrance needs to be able to withstand heavy farm equipment.

### **NEW BUSINESS**

#### *Salary Increases for Non-Union Administrative, Professional, and Classified Employees*

Ms. Janssen suggested that a recommendation be presented to trustees at a future Board meeting for approval of salary increases for eligible non-union administrative, professional, and classified staff, perhaps a lump sum of \$1,000 per employee. This would match what was budgeted and help offset any possible health insurance changes. No concerns were raised, and Ms. Janssen will prepare the recommendation for presentation at the December quarterly retreat.

#### *Foundation Annual Appeal*

Mr. Endress reported that it has been suggested that it would be nice if the Board had 100 percent participation in the Foundation's annual appeal. This will be discussed at the upcoming Board retreat.

*ICCTA Lobby Day*

ICCTA's Lobby Day has been scheduled for April 29, so Presidents' Council and ICCTA meetings would likely be held on April 28. It is possible that we may need to reschedule the April 2020 regular meeting date so that it does not conflict with the ICCTA meetings.

*Naples Trip*

Mr. Endress reminded trustees that there had been concerns raised by constituents regarding Mr. Hood traveling to Naples, Florida with Mr. Jeff Reinke to meet with Foundation donors. This will be discussed at the retreat.

**DATES OF IMPORTANCE**

The next regular Board meeting is scheduled for January 28, 2020, 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. Block moved and Mr. Musser seconded the motion to adjourn the meeting. At 7:27 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