

**Highland Community College**  
*Board Retreat*  
*December 12, 2019*  
*Highland Community College Student/Conference Center*  
*Room H-206*  
*Freeport, Illinois*

**CALL TO ORDER/ROLL CALL**

Mr. Jim Endress, Board Chairperson, called the meeting to order at 8:31 a.m.

**Members Present:** Mr. David Shockey (departed 1:15 p.m.), Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, Mr. Shawn Boldt (departed 1:19 p.m.), and Ms. Payton DeMichele (departed 11:01 a.m.)

**Members Absent:** None

**Guests Present:** Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 9:59 a.m.); The Honorable Tony McCombie, State Representative (arrived 9:02 a.m.; departed 9:59 a.m.); The Honorable Andrew Chesney, State Representative (arrived 9:04 a.m.; departed 9:59 a.m.); Ms. Constance Marney, District Director of Legislative Affairs for Senator Brian Stewart (arrived 8:56 a.m.; departed 9:59 a.m.); and, Ms. Liz Buckwalter, Legislative Aide to Representative Tony McCombie (arrived 9:02 a.m.; departed 9:59 a.m.)

**Also Present:** Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 8:51 a.m.; returned 8:58 a.m.; departed 11:56 a.m.); Mr. Pete Norman, Director, Athletics & Physical Education (departed 9:59 a.m.); Mr. Pete Fink, Director of ITS (arrived 10:10 a.m.; departed 11:56 a.m.); and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

**OPENING REMARKS**

Mr. Endress reminded trustees that our legislators will be joining the meeting later, noting that Representative Tony McCombie's district includes the old Savanna school district. He asked trustees for suggestions of potential items to be discussed. Ms. Kuberski noted that she and Mr. Tim Hood met with both Representative McCombie and Representative Andrew Chesney on campus about a year ago.

Ms. Kuberski informed trustees that earlier this week, the College had visitors from the Kyrgyz Republic, sponsored by the US government. The visitors are touring the US, including New York City, Washington, DC, Chicago, and Freeport. Ms. Kuberski and Dr. Misty Thruman, Director of Institutional Research, gave a presentation on education, policies, and practices. The visit was made possible through the involvement of Dr. Brendan Dutmer, Associate Dean of Natural Science and Mathematics, in the Freeport Area International Visitors Council. Among the discussion items were open access and why community colleges do not recruit more international visitors, and Ms. Kuberski noted that community colleges are not allowed to have housing. A challenge for international students is transportation, and public transportation many times is not convenient or timely.

### **GENERAL DISCUSSION WITH OUR STATE LEGISLATORS**

Representative Tony McCombie, Representative Andrew Chesney, Ms. Liz Buckwalter, Legislative Aide to Representative McCombie, and Ms. Connie Marney, District Director of Legislative Affairs for Senator Brian Stewart, joined the meeting. Ms. Marney gave regrets on behalf of Senator Stewart, who was unable to attend. A general discussion was held on topics including the possibility of building a new athletic facility/event center on campus and potential funding for the project; the ability of community colleges to offer the Bachelor of Science in Nursing (BSN) degree, which Dr. Jennings requested to go on record that he is against; the State Universities Retirement System (SURS) six percent rule and the fact that a significant job change has been stripped off the exemption list; the new Mental Health Early Action on Campus Act, which will cost the College in excess of \$200,000 to meet; the potential property tax freeze and the effect on the College's funding; the impending minimum wage increase; Illinois Veterans Grant; and the impact of the legalization of recreational marijuana. Mr. Endress also reported that the College has a good relationship with Congresswoman Cheri Bustos, and she was helpful in the College recently receiving a federal childcare grant. Mr. Endress thanked the legislators and aides in attendance for taking time to meet with trustees today.

At 9:59 a.m., the Chairperson declared a recess; the meeting resumed at 10:10 a.m.

Mr. Pete Norman provided Ms. Gerber with articles related to new athletic facilities, including one about UW-Platteville's facility and how it was funded. Ms. Gerber will review the articles and forward them to trustees, if appropriate.

### **ADMINISTRATIVE UPDATES**

#### ***CRM Recruit Project***

Ms. Gerber reported that Salesforce was a good way to begin using a CRM database. The new CRM Recruit system will be more efficient and streamline processes, and will increase the ability to retrieve data from the system. It will give the capability to students to have a portal that they can log into. The product integrates with the Banner system and allows communication from it. The proposal is for a five-year contract, at the end of which the College would reevaluate the system and decide whether or not to renew the contract. It was noted that the College will retain the data even if the

contract is not renewed at the end of five years. If the recommendation is approved, Ellucian will schedule the resources to implement the system.

#### *Gymnasium Floor Project*

Ms. Janssen reviewed the proposed gymnasium floor project, noting that the project addresses several strategic plan objectives and Higher Learning Commission (HLC) criterion. A majority of the funds will come from the Protection, Health, and Safety (PH&S) fund, with the remaining dollars coming from bond funds and residual funds from other bonds. The auxiliary gym floor will be an FY21 PH&S project. A question was raised regarding the cost of air conditioning the main gym, and Ms. Janssen reported that the College shares these costs with the YMCA, with the YMCA paying 65 percent of the cost and the College paying 35 percent. She will look into the estimated cost and will provide the information to trustees. Ms. Janssen noted that Sourcewell bid out the project so that the College does not have to. The project will include ramping for ADA purposes, and the seating capacity will remain the same, with 688 seats on the north side and 660 on the south side. Work will begin on the project after the basketball season has ended and will be completed by August 1. Mr. Boldt encouraged Ms. Janssen to purchase covers soon to protect the floors, and Ms. Janssen will take this information back to the committee.

#### *Initial Tuition Discussion*

Ms. Janssen reminded trustees that tuition requires two readings. In Fall 2019, tuition increased by \$5 per credit hour, with no increase in the activity fee. Highland's tuition and required fees currently total \$178, compared to Sauk Valley at \$148, Rock Valley at \$131, and Kishwaukee at \$161. The College's tuition is higher because it receives lower Equalization funding from the State. Ms. Janssen is currently recommending a total increase of \$8 for the technology and activity fee, which will be discussed later in the meeting.

Ms. Janssen reported that her current budget projections assume State funding will increase two percent, property taxes will increase 2.5 percent, credit hours will remain flat, one draw down will be taken from the Matching Grant, and Foundation gifts remain at the same level. Ms. Kuberski noted that credit hours have been going down, and Spring enrollment as of this past Monday was down 10 percent. Ms. Janssen noted that historically expenses have increased five percent per year, which she has figured into her projections. The projections also include a decrease in utilities of \$75,000, a transfer of \$325,000 from the Health Insurance Fund, and a variance of two percent, based on historical data over the past years. If the College did not increase tuition, the budget would hover around being balanced, and the fund balance would be around 29 percent.

Ms. Janssen noted that the maximum tuition increase she would recommend would be \$2 to \$3 per credit hour. The potential for a tuition increase will be discussed again in the future, and Ms. Janssen will also meet with Student Senate. Some years a student forum has also been sponsored by Student Senate. She reminded trustees that a one percent increase in enrollment equates to approximately \$46,000, while a \$1 increase in tuition equates to \$32,000.

Ms. Gerber reported that the Strategic Enrollment Management (SEM) committee has a lot of different enrollment strategies. Stamats will help identify programs to strengthen and add, and these

programs will be a target of Spring marketing. The College is working with several high schools on dual credit for Fall, and will also be adding athletic programs for Fall. The College is advertising that the gen. ed. core package is available online. Mr. Anderson is working with the Thomson Prison to try to add another program, perhaps auto body, but at this point they are not looking to secure the extra funds.

Physics instructor Mr. David Esch has created an online physics class with a lab, and Ms. Kuberski believes it is the only one in Illinois. Ms. Schmidt reported that the Stamats research will help the College get a good idea of who we are trying to reach with potential growth areas. Ms. Schmidt worked with the Deans on those programs identified as needing growth and saw enrollment improvements, including Auto Mechanics, Art, Physics, Accounting, and Early Childhood Education, which is being offered as dual credit. Ms. Kuberski noted that a lot of traditional students take one or two online classes, and those fill up immediately. Unfortunately, the College does not have part-time instructors to add more online sections. Ms. Gerber will share the K-12 enrollment information with trustees.

Ms. Kuberski submitted a grant this week for the College to be a pilot for transitional English. Ms. Gerber stated that several hundred students go on financial aid termination status. Discussions have been held with faculty regarding withdrawals. All students on financial aid termination at the end of the semester receive a phone call and are on the Early Alert watch list in the Maxient system. At the Fall 2020 Opening Days, an outside speaker will present information on student engagement. Mr. Boldt reported that at the recent ACCT conference, he attended a session where it was noted that colleges should look at guided pathways, as well as underserved segments of the population; one in eight people are homeless, and one in three are food challenged; and institutions need to have good customer service because students “vote with their feet”. There should be no excuses, and no student should be turned away or failed. Ms. Gerber reported that applications for the new childcare program are due tomorrow. Also, faculty have begun a food pantry to address student food issues. There is also an initiative to look at frontline customer service and possible renovation. Ms. Groezinger commended all the efforts on retention, and stated that is why she struggles with tuition and fee increases. Mr. Shockey challenged everyone to think about what the College’s long-term legacy will be in 20 years and how the College is organized to be sure it provides the best education efficiently. The College has used the same model with the same people in the same roles. Part of the community college model is to be proactive, not reactive. Mr. Endress noted that the College is doing a lot of good things. Faculty encourage students to stay and complete but the College cannot balance the budget on the backs of students. The College must strengthen the Foundation funding leg.

Ms. Kuberski and the Vice Presidents have been working on recognizing the need to better understand the data available and use it correctly. The National Benchmarking Project has data regarding the number of people for various positions. Ms. Karen Brown, Director of Human Resources, also believes HR data will be helpful. The goal is to see if the College is sized correctly and has the right number of faculty and staff. Ms. Groezinger noted that adaptability is the key word for all. Mr. Block noted that there has been a culture change and there is less and less of “it’s not my job.” Ms. Gerber reported that the College made a strategic decision to fill the Student Retention Specialist position as full-time instead of part-time. In addition, the switchboard has been moved

downstairs and additional duties have been added to the former switchboard position. Some new athletic programs will also bring in a diversity of students. Mr. Endress offered to explore who determines the Equalization formula.

Ms. Janssen reviewed the list of courses for which the College does not charge tuition. For the most part, the list has not changed in many years. The policy requires the Board to review the list of courses that do not have tuition, and Ms. Janssen will provide the list to Ms. Grimes to send to trustees.

#### *Course and Miscellaneous Fees*

A recommendation will be presented to trustees for approval later in the meeting to eliminate the online and hybrid course fees, and to increase the technology fee a little to recoup the online and hybrid fees. The list of fees also includes an increase in the activity fee of \$5, which supports areas such as athletics, forensics, and student activities. Ms. Kuberski reported that, as preparations are made for the Fall semester, she and the Deans go over the list of fees and they are adjusted based on material costs. Online, hybrid, and other student fees are also included on the list.

#### **MAIN MOTIONS (ACTION)**

- A. Agreement with Ellucian Company L.P. for Cloud Software “CRM Recruit”  
Mr. Boldt moved and Mr. Shockey seconded the motion to approve the order form, agreement, and statement of work with Ellucian for the implementation and subscription of Ellucian CRM Recruit, with a total project cost not to exceed \$289,000. 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.

- B. Acceptance of Quote for Protection, Health, and Safety Project: Main Gymnasium Bleacher Installation  
Dr. Jennings moved and Mr. Musser seconded the motion to authorize acceptance of the quote from Carroll Seating, the regional Hussey Seating installer, for \$260,512.59 for installation of new bleachers in the main gymnasium, safety padding on end walls, and new safer backboards at the main baskets. This quote aligns with the budget for the project. 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.

C. Acceptance of Quote for Protection, Health, and Safety Project: Main Gymnasium Floor Installation

Dr. Jennings moved and Mr. Musser seconded the motion to authorize acceptance of base bid #1A from Kiefer USA, the regional Connor Sports flooring installer, for \$183,800.00 for installation of new Connor Focus flooring and associated ADA ramping in the main gymnasium. The quote aligns with the budget for the project. 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.

D. Acceptance of Quote for Scoreboard and Shot Clock Replacement in Main Gymnasium

Dr. Jennings moved and Mr. Musser seconded the motion to authorize acceptance of the quote from Carroll Seating, the regional Nevco display and scoring installer, for \$25,197.70 for removal of existing scoreboards and shot clocks, and installation of new scoreboards and shot clocks in the main gymnasium. 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.

E. Acceptance of Bid for Main Gymnasium Renovations and Air Conditioning

Dr. Jennings moved and Mr. Musser seconded the motion to authorize acceptance of the low total base bid and alternate bid #1 meeting specifications from Larson & Larson Builders for \$584,744 for abatement of existing hazardous flooring in the main gymnasium, coordination of the replacement of flooring in the main gymnasium and the replacement of bleachers, as well as renovations to gymnasium entries to meet safety and ADA accessibility codes. In addition, the renovations will include installation of air conditioning in the main gymnasium contingent upon available bond funds. This bid is within the projected budget for the project. 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.

F. Course and Miscellaneous Fee Changes/Additions for Fall 2020

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the course and miscellaneous fee changes/additions, as presented, beginning with the Fall 2020 semester. 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.

G. CollegeNOW Agreements Between Highland Community College and Dakota High School, Pearl City High School, Pecatonica School District #321, and Warren School District #205 for the 2020 – 2021 Academic Year (FY21)

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the CollegeNOW agreements for qualified students attending Dakota High School, Pearl City High School, Pecatonica School District #321, and Warren School District #205 for the 2020 – 2021 academic year (FY21). 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.

H. Approval of Salary Increases for Administrative, Professional, and Classified Non-Union Staff

Dr. Jennings moved and Mr. Musser seconded the motion to approve an FY20 salary increase for eligible administrative, professional, and classified non-union staff in an amount of \$1,000 (.48 cents per hour) retroactive to the start of FY20 (July 1, 2019). The roll call on the motion was as follows:

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

The vote being six ayes and one nay, the Chairperson declared the motion carried.

At 11:56 a.m., the Chairperson declared a recess; the meeting resumed at 12:26 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 12:28 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Block 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 12:48 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

A. 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  
No action was necessary.

B. 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  
No action was necessary.

C. Semiannual Review of All Closed Session Minutes and Tapes  
The semiannual review of the Closed Session minutes and tapes was not discussed in Closed Session, so Ms. Grimes provided an update on the recommendation from Dr. Jennings and Mr. Musser. Following discussion, Mr. Block moved and Mr. Shockey seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It was further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: January 16, 2018; February 20, 2018; March 7, 2018; March 20, 2018; April 11, 2018; and, May 15, 2018. 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.



## **BOARD UPDATES**

### *ICCTA Award Nominations for 2020*

Ms. Grimes will send the list of ICCTA awards to trustees. If trustees have recommendations for award nominees, they should send the names to Ms. Grimes by January 1, 2020. It was also noted that the College's Excellence Award for part-time employees has been renamed Part-time Faculty/Staff Excellence Award rather than Part-time Excellence Award.

## **OLD BUSINESS**

### *April Board Meeting Date*

Mr. Endress proposed moving the April regular meeting date from April 28 to April 21, due to ICCTA meetings.

### *Foundation Annual Appeal*

Dr. Jennings stated that the Foundation seems to be "willing to bleed a lot of people," and suggested if they want trustees to attend their events, they should comp the trustees' tickets to get more to attend. He will meet with Mr. Jeff Reinke, Foundation Executive Director, regarding questions and concerns.

### *Naples Trip*

Mr. Endress reported that usually Mr. Hood and Mr. Reinke go to Naples, Florida in late January for a fundraising visit with donors who winter in that area. Dr. Jennings suggested that, due to extenuating circumstances, the College suspend sending someone to Naples this year.

### *ICCB Grant*

Ms. Kuberski reported that the College did not receive the ICCB grant for a teacher education pathway that she had reported on at a previous Board meeting. The grant was not restricted to community colleges, and Ms. Kuberski will contact ICCB to see if they can provide insight on why the grant was not funded.

## **NEW BUSINESS**

### *Open Discussion*

Ms. Kuberski reported that Deans do not often have a chance to share information and suggested perhaps this could be done at retreats. Mr. Block suggested that Deans share both the good and the bad, and Ms. Kuberski stated that she believes there would be more interaction if this was done at the retreat. She encouraged Board members to let someone know if they have ideas for educational presentations.

A concern was raised that faculty and staff will feel uninformed if they hear that Mr. Hood has applied for a position at another community college. Mr. Hood will be encouraged to send an email to all faculty and staff to let them know that he has interviewed for a position.

**ADJOURNMENT**

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 1:25 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