

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 4:00 p.m. on January 28, 2020, 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, Mr. Blake Musser (arrived 5:23 p.m.), Ms. Pennie Groezinger (departed 6:52 p.m.), Mr. Shawn Boldt, and Ms. Payton DeMichele

The following members were absent: Dr. Steve Jennings

Also present: Mr. Tim Hood, President (departed 6:33 p.m.; returned 6:53 p.m.); Ms. Chris Kuberski, Executive Vice President (departed 6:25 p.m.; returned 6:56 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:25 p.m.; returned 6:57 p.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (departed 6:25 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 6:25 p.m.; returned 6:56 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:01 p.m.); Mr. Dave Barton, HCC Foundation (departed 5:01 p.m.); Ms. Kate Perkins, Faculty Senate (arrived 4:10 p.m.; departed 5:01 p.m.); Mr. Jack Carey, Freeport Park District (arrived 4:08 p.m.; departed 5:01 p.m.; returned 6:53 p.m.); Mr. Bruce Cubberley, Freeport Park District (departed 5:01 p.m.); Mr. Steve Mihina, Faculty (departed 4:45 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:01 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:01 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Mr. Boldt seconded the motion to approve the minutes of the November 26, 2019, regular meeting, and the December 12, 2019, special meeting and Board retreat, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen referred to the front pages of the draft of the Resource Allocation and Management Plan (RAMP) in trustees' folders, noting that she would like to enhance the plan to include more of what trustees would see in a capital plan, such as prioritization, funding, and timelines for projects. She will begin discussions with Cabinet members about this, and she encouraged trustees to review the RAMP pages and provide her with feedback. The challenges and opportunities have been put into a spreadsheet so that they can be categorized and sorted, which will help in determining funding options and timelines. She will be asking for input from College Cabinet on this and other key components in developing a capital plan. There were over 125 opportunities and challenges in last year's RAMP document, and the College is actively addressing at least half of those items with future projects. Ms. Janssen noted that 38 percent of the items were related to staffing, 33 percent to renovation, 29 percent to technology, 25 percent to equipment, and two percent to land improvements. Ms. Janssen completed the Standard and Poor's rating process earlier this month as part of the bond process and, due to our financial stability, accreditation status, and enrollment initiatives, the College maintained an AA- rating.

FOUNDATION REPORT

Mr. Jeff Reinke provided the Foundation report. The Foundation staff are currently working on the 2021 corporate partnership program, looking at the partnership covering two years and expanding the benefits to corporate partners. He is working with the College to include additional entities in the corporate partnership program. The annual appeal brought in \$24,000, and Mr. Reinke thanked Mr. Endress and his father, Mr. Dennis Endress, for being featured in the appeal. The alumni appeal will go out in March with a match opportunity. There are currently over 18,000 alums and only three percent have ever given to the Foundation. The Foundation Gala will be held in May 2021, in order to be sensitive to FHN's November gala. Mr. Reinke noted that there are also 20 to 30 people who were unable to attend the Foundation Gala this year because they head to Florida for the winter. The chairs for the Gala are currently lined up, and he is looking at hiring an event coordinator. Mr. Reinke concluded his report by announcing that the results of the capital campaign study will be presented to the Foundation board at their February 20th meeting, and more information will be provided to trustees at their February regular meeting.

CONSENT ITEMS

- A. Academic (None)
- B. Administration
 - 1. *Recommendation:* That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community

College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2021:

January 28, 2020	January 26, 2021
February 25, 2020	February 23, 2021
March 24, 2020	March 23, 2021
April 21, 2020 (note new date – 3 rd Tuesday)	April 27, 2021
May 26, 2020	
June 23, 2020	
July 28, 2020	
August 25, 2020	
September 22, 2020	
October 27, 2020	
November 24, 2020	
December -- no meeting	

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 and Spring of 2020.

D. Financial (None)

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Lena-Winslow High School and Orangeville High School for the 2020 – 2021 Academic Year (FY21)

Mr. Block moved and Mr. Boldt seconded the motion to approve the CollegeNOW agreements, as presented, for qualified students attending Lena-Winslow High School and Orangeville High School for the 2020 – 2021 academic year (FY21). The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Shockey, Block, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Affirmation of Standard Pathway Accreditation Method

Mr. Shockey moved and Ms. Groezinger seconded the motion to affirm the Standard Pathway accreditation method. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Shockey, Block, Endress, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Seniority Lists

Mr. Boldt moved and Mr. Block seconded the motion to approve the seniority lists for each full-time Highland faculty member, as presented, that show the services each faculty member is competent to render. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Block, Endress, Groezinger, DeMichele
NAYS: None

The vote being unanimous, the motion carried.

2. Compensation Adjustments Required to Comply with the New Federal Fair Labor Standards Act (FLSA) Regulations Under the Department of Labor (DOL)

Ms. Groezinger moved and Ms. DeMichele seconded the motion to approve increasing the compensation for the Cafeteria Manager, Shelly Perkins, and the Fine Arts Technical Coordinator, Alex Jansen, to \$35,568 effective December 29, 2019, in order to comply with the DOL's new salary threshold regulations. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Groezinger, Boldt, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Coordinator, Lifelong Learning Program and International Preservation Studies Program

Mr. Block moved and Mr. Shockey seconded the motion to approve the revised job description, as presented, for Coordinator, Lifelong Learning Program and International Preservation Studies Program. Placement will remain at range 26 on the Highland Salary Range Table. This is an exempt professional position.

Mr. Hood reported that, in order to sustain the International Preservation Studies Center program, the position will be merged with Lifelong Learning and will be under Mr. Anderson's purview. The first year of salary and benefits will be funded through an unrestricted gift. Mr. Hood reported that he has been getting very effective support from part-time consultants, and the original International Preservation Studies Center (IPSC) assistant director has been helping to recruit many instructors. Mr. Anderson stated that the Lifelong Learning Coordinator position had been a 28 hours per week position, with 12 hours added to the position for IPSC. Currently 18 IPSC courses are scheduled, with the first ones scheduled in March. The web page has been updated and new payment software has been implemented, but currently there has been no revenue generated. Mr. Hood also noted that grant opportunities for IPSC are being cultivated, and the consultant is helping to restore grant funding. Mr. Anderson reported that Lifelong Learning has over 218 people registered for courses, which is half of last Fall's Lifelong Learning enrollment. Mr. Anderson also noted that minimum enrollments have been set for classes.

The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Resolution Providing for the Issue of Not to Exceed \$5,700,000 General Obligation Community College Bonds, Series 2020, of the District for the Purpose of Paying Claims Against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof

Mr. Boldt moved and Mr. Shockey seconded the motion to approve the following Resolution:

RESOLUTION providing for the issue of not to exceed \$5,700,000 General Obligation Community College Bonds, Series 2020, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Shockey, Block, DeMichele
NAYS: None

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

1. Approval of Lease Amendment Agreement with the University of Illinois Extension – Stephenson County

Mr. Block moved and Mr. Shockey seconded the motion to approve the Lease Amendment Agreement with the University of Illinois Extension, as presented, effective February 1, 2020, for occupancy by the University of Illinois Extension – Stephenson County of approximately 3,007 square feet of space in the Community Services Center (building R) at the following annual rates:

\$40,455.48 for the period of February 1, 2020 through June 30, 2020 (FY20)
\$41,346.25 for the period of July 1, 2020 through June 30, 2021 (FY21)

The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Shockey, Block, Endress, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report – November 2019

Mr. Block moved and Mr. Boldt seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2019 bills, including Board travel, in the amount of \$655,252.83, Automated Clearing House (ACH) debits W0000563 through W0000567 amounting to \$35,137.44, and Electronic Refunds of \$20,662.36, with 6 adjustments of \$225.86, such warrants amounting to \$710,826.77. Transfers of funds for payroll amounted to \$592,718.63.

Mr. Endress noted that the November bills also included travel reimbursement for he and Mr. Shockey.

The roll call on the motion was as follows:

AYES: Boldt, Shockey, Block, Endress, Groezinger, DeMichele
NAYS: None

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

3. Payment of Bills and Agency Fund Report – December 2019

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 December 2019 bills, including Board travel, in the amount of \$877,398.05, Automated Clearing House (ACH) debits W0000568 through W0000571 amounting to \$44,881.28, Other Debits D0000099

amounting to \$29,200.00, and Electronic Refunds of \$49,260.49, with 1 adjustment of \$549.00, such warrants amounting to \$1,000,190.82. Transfers of funds for payroll amounted to \$613,867.85.

Mr. Endress noted that the December bills also included travel reimbursement for Mr. Boldt.

The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Groezinger, Boldt, DeMichele
NAYS: None

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

A question was raised regarding the savings as a result of the solar array, and Ms. Janssen will determine the amount of savings realized and report back to the trustees.

Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance
There was no report.

Student Trustee

Ms. DeMichele reported that she will be traveling to Washington, DC in two weeks.

Audit & Finance Committee Chair

Mr. Shockey reported that the committee will meet again in March.

Presidential Annual Review Committee

In Mr. Musser's absence, Mr. Endress reported that the survey evaluation has been administered and compiled.

ICCTA Representative

Mr. Endress reported that ICCTA has not met since the December Board retreat. The next meeting will be held on Monday afternoon during the National Legislative Summit in Washington, DC. The next in-state meeting is scheduled for March 13 and 14 at Heartland Community College in Bloomington. The Friday afternoon seminar will focus on campus security. The ICCTA newsletter sent out this week included a picture taken in 2006 by future ICCTA president Mr. Bob Thompson of Sauk Valley Community College. The photo included the new (at the time) ICCTA executive director Mr. Mike Monaghan, future U.S. President Barack Obama, and future ACCT president Mr. Tom Bennett of Parkland College. Mr. Bennett now serves as a State Representative.

Board Chair

Mr. Endress reported that he continues to serve as the Board's representative on the negotiations committee, which is ongoing.

Administration

Ms. Kuberski provided an update on the PACE climate survey, which was administered in the Fall of 2018. The areas at Highland that had the highest mean scores were supervisor/supervisory relationship, job/work, student education/preparedness, and sharing of information. After reviewing the results, it was agreed that additional information would be gathered through focus groups on the areas that have the lowest mean score. These areas included trust, accountability, institutional organization, professional development, and student focus. Focus groups representing each of the employee classification groups were invited to participate in the focus group sessions, which were held in November 2019. There were 142 full-time and 107 part-time employees invited to the focus groups. Of the 51 who participated, the majority were full-time. The College recently received the Focus Group report. The report has been shared with Core Cabinet, and following the Board meeting, it will be shared with trustees. It will also be shared with Full Cabinet at their February meeting, and then shared campus wide. The results of the PACE survey and Focus Group report will be used to help identify improvement strategies to address these key areas. Examples of models being considered to help make improvements are included in books such as *Change the Culture*, *Change the Game* and *Speed of Trust*. The Board will be updated as work continues. Ms. Groezinger noted that Southwest Wisconsin Technical College presented at the Association of Community College Trustees conference on *Speed of Trust*, and Ms. Groezinger commended Ms. Kuberski for bringing the book to campus.

A Transitional Math Workshop is scheduled for Monday, February 10, with 39 high school representatives attending. Currently Freeport, Dakota, Oregon, and Pecatonica high schools are offering Transitional Math, and Scales Mound, Pearl City, Warren, West Carroll, and Stockton are planning to begin offering one of three pathway courses in Fall 2020. A group will be meeting with representatives from the Regional Office of Education tomorrow to be sure they are working collaboratively and not duplicating efforts. The College was recently awarded \$15,000 to help support this effort. STEM and quantitative literacy statistics class have also been submitted for portability. Another piece is the Transitional English pathway, and Ms. Kate Perkins is serving on a state advisory panel. Ms. Perkins was commended for serving on the panel, as her participation brings a rural perspective. It was noted that the teacher education pathway is a tremendous opportunity for people in this area, and it would be interesting to see a summary of bachelor's degrees people can get locally. Ms. Kuberski noted that the second meeting with Western Illinois University regarding the teacher education pathway is scheduled for this Friday. Mr. Endress referred to Ms. Kuberski's administrative report, noting that it was amazing that the College was able to host international visitors on campus. He gave kudos to all involved, and Ms. Kuberski shared that Dr. Brendan Dutmer was responsible for organizing the visit to Highland. Mr. Hood passed around the gift from the international visitors, noting that the visitors were impressed with the people they met here.

Ms. Gerber reported that 10th day enrollment numbers showed that head count is up 3.5 percent and credit hours are down 1.7 percent. Much of this is probably due to dual credit. Ms. Gerber reported that Ms. Schmidt had been working with a vendor on the postcard project outlined in Ms. Gerber's administrative report, but Ms. Schmidt pulled the project and gave it to another vendor due to the first vendor sending the postcards out late. Mr. Hood reminded trustees that the marketing and promotional relationship with Columbia College has moved into the second generation, thanks to Ms. Schmidt and Ms. Sarah Goeke, and Columbia College has made a significant contribution to the College. Ms. Goeke reported that the previous marketing campaign

was completed last Fall, and a new campaign is possible next Fall. Mr. Hood reported that this “plays nicely” with CollegeNOW, transitional education, the Community Foundation of Northern Illinois (CFNIL) grant, and other opportunities that allow students to increase their odds of success. Mr. Hood concluded his report by announcing that Mr. Jim Reed, Executive Director of ICCTA, will be the commencement speaker this year, thanks to Mr. Endress.

Strategic Plan

Ms. Gerber provided this month’s progress report on Pathways, which is connected with Freeport High School. She noted that Mr. Anderson and Ms. Stacey Benkert are very involved in working with the academy models. On February 14th, 20 teachers will be on campus for a freshman academy. Mr. Anderson noted that the academic model opens the door for our relationship and to have more and more students better connected to the College. Freeport High School will send students to the College for afternoon dual credit, and Ms. Kuberski noted that the high school will provide the transportation for those students. This is a way for them to continue to offer options for students and still have the academies.

At 5:01 p.m., the Chairperson declared a recess; the meeting resumed at 5:11 p.m.

CLOSED SESSION

Mr. Boldt moved and Mr. Shockey seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer 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: Block, Endress, Groezinger, Boldt, Shockey, DeMichele
NAYS: None

At 5:13 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Endress, Musser, Boldt, Shockey, Block, DeMichele
NAYS: None

At 6:54 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

1. Differential: Math Achievement Center (MAC) Director Differential Position
Mr. Shockey moved and Mr. Musser seconded the motion to approve the proposal for the differential for the Math Achievement Center (MAC) Director, as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

AYES: Musser, Boldt, Shockey, Block, Endress, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Differential: Basic Nursing Assistant Coordinator Differential Position
Mr. Block moved and Mr. Musser seconded the motion to approve the proposal for the differential for the Basic Nursing Assistant Coordinator, as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Block, Endress, Musser, DeMichele
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Bike Path

The City of Freeport has asked for \$30,000 to relieve the Foundation of the liability of the current bike path owned by the Foundation and to take over the maintenance of the path. The Foundation would like the College to make the payment to the City of Freeport. Mr. Endress has suggested that the Foundation make the payment and the College sign a memorandum of understanding agreeing that the College would reimburse the Foundation when the bike path is in place, however, the Foundation would like an agreement that the College pay the money upfront and if the path is not ready in five years, the Foundation would pay the College back. Mr. Endress noted that he is fully in support of the bike path, and action will be taken at the February Board meeting that one of the two entities pay the \$30,000. Mr. Jack Carey, Executive Director of the Freeport Park District,

noted that the grant applications were originally due in December, but the deadline has been extended, and he would like things to be done before the grant is due. Under the agreement, the Park District would get the title to 11 acres of land owned by the Foundation, but the land would not be deeded until the bike path is complete. The College would provide an easement, and the Park District would maintain the trail, which would be located on College property.

Continuation of Tuition Discussion

Ms. Janssen reminded trustees that initial discussion on tuition was held during the December retreat, and tuition requires two readings. She noted that an increase of one to two dollars would provide a balanced budget. Fees were increased by eight dollars but some fees were also eliminated. Ms. Janssen will bring forth a recommendation for first reading at the February regular meeting to increase tuition by two dollars per credit hour. Ms. Janssen will meet with Student Senate and may also meet with students during a student forum. She noted that many community colleges are not raising tuition, while one has indicated they are raising tuition by five dollars.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes

Mr. Shockey and Mr. Musser will review Closed Session minutes during calendar year 2020.

Discussion with Legislators

Mr. Musser requested that staff let trustees know if there are any items that should be discussed with legislators during the February National Legislative Summit.

DATES OF IMPORTANCE

The next regular Board meeting is scheduled for February 25, 2020, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on Wednesday, March 11, 2020, at 1:00 p.m. in room H-206.

ADJOURNMENT

Mr. Musser moved and Ms. DeMichele seconded the motion to adjourn the meeting. At 7:13 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