

Highland Community College
Board Retreat
March 11, 2020
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 1:02 p.m.

Members Present: Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, and Mr. Shawn Boldt

Members Absent: Ms. Pennie Groezinger

Also Present: Mr. Tim Hood, President (departed 4:19 p.m.; returned 5:14 p.m.); Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services (departed 4:19 p.m.; returned 5:14 p.m.); Mr. Scott Anderson, Vice President, Business, Technology & Community Programs (departed 4:19 p.m.; returned 5:14 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 4:19 p.m.; returned 5:14 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 3:36 p.m.); Mr. Pete Norman, Director, Athletics & Physical Education (departed 3:36 p.m.); Mr. Steve Mihina, Faculty (arrived 1:19 p.m.; departed 3:36 p.m.); Ms. Kate Perkins, Faculty Senate President (arrived 5:14 p.m.; departed 5:22 p.m.); Mr. Areich Richardson, Student (departed 1:32 p.m.); Mr. Derek Schubert, Student (arrived 5:14 p.m.); and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Endress reviewed the suggestions submitted by trustees for the number of listening sessions to be held regarding the presidential search, and he would like guidance from trustees regarding the next steps.

ADMINISTRATIVE UPDATES

Mission and Vision Review

Ms. Kuberski reported that Higher Learning Commission (HLC) Criterion #1 focuses on the mission. The Board has reaffirmed the mission on several occasions over the years but has not reviewed it recently to see if it is still current and relevant. The HLC Criterion #1 work group had concerns about

the ability to document the review process and discussion in the Assurance Argument, but the retreat minutes would provide evidence of the review.

Ms. Kuberski stated that through HLC, it has been found that there needs to be a systematic way to review the mission, and she believes that HLC would expect that the mission be reviewed frequently but not necessarily changed. She stated that the mission should indicate the type of institution we are and that the population that the College is trying to attract is being served. It was noted that the current mission states "Northwest Illinois", but with alternative delivery, the reach is beyond the district borders. One suggestion was that our mission could be, "Whatever your pathway in life, Highland is here to help with the journey." Trustees also discussed that maybe the College should stay with the current mission but emphasize all that the College does underneath it.

The servant leadership philosophy, core values, service standards, and principles of operation, which were sent to trustees for review in preparation for the mission discussion, are all tied to the mission. Ms. Kuberski noted that the Human Resources department has considered reorganizing items such as the principles of operation and service standards into one so it is clearer.

One possibility is to wrap the mission review into the midpoint review of the strategic plan. Another consideration is that the mission could be read at the proposed listening sessions, and those attending the sessions could be asked how the mission resonates with them and/or what tweaking may need to be done. Several questions were suggested for discussion during the listening sessions: What should Highland look like in three, five, or 10 years? Fiscally, what do we need to do differently? Are we offering the right kind of programs for industry so that they will want to hire our grads, and if not, why? Our challenge is how to identify those students that are gaining the skills industry needs and get them connected to those jobs. Mr. Endress will use the input from trustees and finalize questions for the listening sessions.

It was suggested that maybe the College should focus on the credit hours that have the highest reimbursement rate. Ms. Kuberski stated that the medical terminology class has been housed in the Business & Tech division but it could also be housed under Nursing. A system has been worked out so that the class is coded one way if the student needs it as a business class and another way if the student needs it for nursing. There may be other opportunities to do something similar with other classes. It was also suggested that we need to think about what we need to understand the Equalization formula and think about what we can do to affect Equalization funding.

Ms. Gerber suggested that it would be worthwhile to look at information from M45 and Stamats, and Mr. Endress reported that Mr. Jay Angeletti has also gathered information through his work with the Foundation.

Campus Emergency Response Team Update

Ms. Janssen informed trustees that there are 16 employees on the College's Emergency Response Team, and the team follows NIMS (National Incident Management System). The team is taking COVID-19 seriously. Flu information has been sent out, and hand sanitizers and wipes have been purchased. The College has a pandemic plan and has created a task force for the COVID-19 situation. The College is also part of the DRU (Disaster Resilient Universities) Network, which has been a great

resource, and locally the College is connected to the Stephenson County Unified Command. At this point, the College is also relying on the Centers for Disease Control, Illinois Community College Board, and others for information, and Ms. Janssen has passed along the CDC's recommendations. Information regarding COVID-19 will be provided via email, text, and social media. Ms. Schmidt has been developing a communication plan, and an email will be sent to staff, students, and those with planned travel. At this point, travel has not been limited, but those who do travel over break have been asked to self-quarantine. Custodial staff are wiping down surfaces, doorknobs, etc. on a nightly basis. Ms. Kuberski reported that an email was sent to instructors telling them to begin thinking about how to complete their courses, if the College is required to close. One concern is that some students do not have computers at home or have online access, and she and others are trying to figure out some of those issues. The Emergency Response Team is currently meeting weekly and has also split into smaller groups to work on specific topics. Ms. Kuberski noted that faculty had a short "trial run" of using alternative delivery methods during the polar vortex last year, so hopefully they have already thought of ways to deal with this situation.

Protection, Health, & Safety Project Update

Ms. Janssen provided an update on the current Protection, Health, & Safety (PH&S) project, which is the gym floor renovation. The bleachers and floors will be removed later this month, and a small work group is starting to look at details such as wall pad colors, line markings, etc. If the project completes on time, it will be able to be used by August 1, 2020. Ms. Kuberski reported that, in case of inclement weather, commencement will be held inside the Freeport High School gym this year since the College's gymnasium will be unavailable. Ms. Janssen noted that the main PH&S work group is working on the next round of potential PH&S projects, such as the auxiliary gym floors and theatre rigging system. More information will be provided at the June retreat.

FY20 and FY21 Budgets (Handout #1)

Ms. Janssen is working on the Resource Allocation and Management Plan, and she hopes to complete it by the April Board meeting. Several volunteers have come forward to help with the capital plan. The State has now distributed information on how Rebuild Illinois funding will be disbursed, and one category is for regional economic development. The maximum award would be \$2 million for architectural planning and items related to new construction. This might be a partial funding source for the architect for the event/athletic center.

Ms. Gerber distributed information regarding the estimated cost to comply with the new Mental Health Early Action on Campus Act, which will need to be included in the FY21 budget. She estimates that it will cost the College \$217,950 to comply with the Act in year one. She is proposing a fee of \$64 per student, noting that Fall registration begins in April, and a fee to cover this cost cannot be approved after July 1, 2020. Mr. Musser asked if the College could get access to 708 mental health funds, and Ms. Gerber will look into this. She will bring the fee recommendation to the March regular meeting and will work with Ms. Schmidt on crafting a message to the public about the need for the fee.

Tuition

Ms. Janssen reminded trustees that the first reading on a tuition increase of \$2 per credit hour did not pass, and trustees will need to vote on the second reading in March. Health insurance rates will not be known until at least April, and State funding will also be unknown. She reminded trustees that no

increase in tuition will result in a projected deficit of \$58,953. Following discussion, it was suggested that Ms. Janssen bring a recommendation to trustees at the March regular meeting to increase tuition by \$2 per credit hour. She reminded trustees that the technology and activity fees were raised a combined total of \$8 effective with the Fall 2020 semester, and the online and hybrid fees were eliminated. Ms. Kuberski noted that if classes were to be cancelled at week 11, that would negatively affect the budget. Ms. Janssen met with students at a student forum and there was not much feedback about the proposed increase. Students were encouraged to contact Ms. Chicola Dickens, Student Senate President, if they had concerns following the student forum. Trustees suggested that the College engage with the Foundation and those who have the capacity to give to support the College, and they noted that there is a lot of work to do with the Foundation. Mr. Shockey asked what the effect of the correction in the stock market had on the Matching Grant, and Ms. Janssen will look into this and report back to trustees. Ms. Kuberski also informed trustees that it is possible health insurance will come in with a 10 to 12 percent increase in premiums, and Ms. Janssen's budget numbers were based on a five percent increase.

At 2:45 p.m., the Chairperson declared a recess; the meeting resumed at 2:57 p.m.

BOARD UPDATES

ICCTA Northwest Region Meeting at Kishwaukee College

The Illinois Community College Trustees Association's Northwest Region meeting is scheduled for April 1 at Kishwaukee College. Mr. Block, Mr. Endress, Mr. Shockey, Mr. Hood, Ms. Kuberski, and Ms. Janssen indicated an interest in attending.

Presidential Search Process

As noted earlier in the meeting, Mr. Endress would like to begin planning the listening sessions for input on the presidential search and other items, such as the mission and how it resonates with those attending the sessions; the College's fiscal situation and what the College should do differently; what does the northwest economy look like; what does the College need to do to connect with constituents; their preference of an increase in taxes or an increase in tuition; and characteristics or criteria that need to be considered in selecting a new president. It was suggested that the listening sessions be announced at service club meetings, chambers of commerce, local government, city council meetings, superintendents, etc.

Mr. Block stated that he is in favor of the listening sessions but is not in favor of a presidential search. He believes the search should instead be for an executive vice president. He reminded trustees that when Mr. Hood was originally hired, he was hired with presidential capabilities, and the same situation occurred when Ms. Kuberski was hired. Mr. Block believes Ms. Kuberski has those presidential capabilities and that the search should be for a replacement for her current position. He noted that FHN did something similar with the advancement of Mr. Mark Gridley to CEO. Mr. Block stated that he likes to work with "known commodities", and a national search does not guarantee anything. If done appropriately, there are four months that Ms. Kuberski can work with Mr. Hood before he leaves. Mr. Block believes there will be a setback if a national search for a president is conducted, and he would like to "stay the course" that was set up six years ago. Mr. Endress reported that he gets positive feedback on a frequent basis regarding Ms. Kuberski. He stated that, as a Board, trustees will need to

decide what the search process will be. Mr. Musser noted that the larger “push” is that the trustees have not completely decided on the process and there are decisions that have to be made philosophically moving forward.

Mr. Endress relayed that his wife, Deb, was very impressed by the campus tours that were given when the Regional Office of Education held their superintendents’ meeting on campus. Ms. Kuberski reported that there was a good turnout, and it was good to raise the superintendents’ awareness of Highland. Freeport High School freshman academy teachers were also given tours of campus recently.

CLOSED SESSION

Mr. Musser 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 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: Block, Endress, Jennings, Musser, Boldt, Shockey
NAYS: None

At 3:38 p.m., the vote being unanimous, 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, Jennings, Musser, Boldt, Shockey, Block
NAYS: None

At 5:13 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

Mr. Endress has asked Mr. Jeff Reinke about the status of the bike path in light of the departure of Freeport City Manager Mr. Lowell Crow. The memorandum of understanding (MOU) was rewritten to change from the City of Freeport being the lead on the project to the Park District being the lead because Highland is not in the city limits. After the MOU was rewritten, the Park District raised the

objection about a clause in the MOU regarding right of first refusal on the land, which had been in the agreement for almost a year. Mr. Reinke's initial reaction was that the right of first refusal clause could come out, and Mr. Shockey believes the new MOU is ready to move forward. Questions remain regarding if the two non-Highland entities will sign the new agreement. Hopefully the Park District and City would be willing to approve the new MOU, in which case all would be a "go."

NEW BUSINESS

Open Discussion

The Foundation Board is scheduled to meet on April 1, with a report from the Angeletti group, and it was noted that it would be good to see the report ahead of time. Mr. Block informed trustees that he has been invited to be on the Foundation board as an individual, not as a representative of the Highland board.

ADJOURNMENT

Mr. Musser moved and Mr. Boldt seconded the motion to adjourn the meeting. At 5:24 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