

Highland Community College
Board Retreat
February 23, 2021
Highland Community College Student/Conference Center
Robert J. Rimington Board Room
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Jim Endress, Board Chairperson, called the meeting to order at 1:02 p.m.

Members Physically Present: Mr. David Shockey (departed 3:26 p.m.), Mr. Doug Block, Mr. Jim Endress, Mr. Blake Musser (arrived 1:49 p.m.), Mr. Shawn Boldt, and Ms. Hannah Boldt, Student Trustee (arrived 1:21 p.m.; departed 2:39 p.m.)

Members Virtually Present: Ms. Pennie Groezinger

Members Absent: Dr. Steve Jennings

Others Physically Present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director of IT (departed 2:53 p.m.; returned 3:26 p.m.); and, Ms. Terri Grimes, Board Secretary

Others Virtually Present: Mr. Jim Phillips, Interim Vice President, Academic Services/CAO; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Mr. Jeff Reinke, HCC Foundation Executive Director (departed 2:53 p.m.; returned 3:26 p.m.); Ms. Karen Brown, Director, Human Resources (departed 2:53 p.m.; returned 3:26 p.m.); Mr. Dave Barton, HCC Foundation Board (departed 1:31 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 1:39 p.m.; returned 1:44 p.m.; departed 2:53 p.m.; returned 3:26 p.m.); Mr. Scott Johnson, R L Johnson Associates (arrived 1:47 p.m.; departed 2:05 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (arrived 1:48 p.m.; departed 2:05 p.m.); and, Mr. Steve Mihina, Faculty (departed 1:56 p.m.)

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Ms. Kuberski shared an update on 10th day enrollment numbers, noting that about five years ago, 66 percent of our students were traditional age, and this Spring traditional age students account for 71 percent of enrollment, indicating that it is the nontraditional students that we are missing out on. Strategic Enrollment Management (SEM) is thinking about ways to reach out to that population, which is also the population hit hardest by the COVID challenges. This Spring, dual credit accounts for only six percent of enrollments, while previously it accounted for about 11 percent. Many high school instructors did not believe they could meet the course outcomes while being remote. When compared to some local community colleges, Highland is down 9.2 percent in credit hours, while others are down between 14 and 20 percent, with some as much as 25 percent. Some efforts kept us from being worse, and we are faring better than our sister schools. Dr. Misty Thrumman presented enrollment information at a recent Campus Connection meeting, and Ms. Kuberski encouraged trustees to view the video for more information. The College has been dealing with COVID for almost a year, and in thinking about ways to encourage people's spirits, Ms. Paige Klever and Ms. Vicki Schulz planned events for Employee Appreciation Week. The week's activities to help enliven morale include presentations on personal safety by Sgt. Bob Sutter, yoga, stress art therapy, a "grab and go" lunch cosponsored by the Foundation, and days when employees can wear their favorite sports team or alma mater. Thank you notes will also be given out to employees during the week. Mr. Block asked about enrollment trends, and it was noted that they will not go back like they were two years ago. We now can offer the general education core curriculum (GECC) online, although we would like students to finish their degrees, not just get their gen eds. Faculty will continue to offer more hybrid classes moving forward. Zoom etiquette has been incorporated into the public speaking class. Other things to consider are how we might adapt for employees and keep some remote options, although we do not know what that looks like yet. Ms. Jennifer Roser and Mr. Jeremy Monigold are piloting a cyber security class with dual credit students, and Ms. Kuberski believes that will gain traction. Mr. Endress noted that there were several articles distributed by ICCTA regarding enrollment. During the last economic downturn, enrollment spiked, although that is not happening this time and there is no great explanation. It is very early in President Joe Biden's administration, and First Lady Jill Biden being a community college instructor will raise awareness of community colleges on the federal level, but what that will turn into is unknown. Free community college is also surfacing again. The Governor's budget address keeps funding for higher education constant compared to last year, although there are still concerns on how that will be funded, since there is not as much money available. Mr. Endress stated he is still very impressed with how the College appears to be functioning during COVID. He credited everyone for the College having no major outbreaks. People are respecting each other's space and doing a good job of trying to protect each other. Ms. Kuberski concluded her opening remarks by noting that CollegeNOW numbers are the highest they have ever been.

FOUNDATION REPORT

Mr. Reinke reported that the College has provided a list of about \$4 million in needs covering six major areas, and the Foundation has started raising money for this major gifts initiative. The Foundation will not be moving forward with a formal campaign, and there are key pieces that will not be part of the major gifts initiative that have been part of a campaign. The initiative will run from February 1, 2021,

through December 31, 2022, with no public phase. The initiative will be primarily staff driven, with no formal campaign committee, leadership, or public phase. Mr. Reinke and Mr. Dan Dick will be the main staff working with donors, and Ms. Pat Dunn will work with scholarship donors. Case materials have been developed and will offer giving options. The emphasis will be on gifts of \$25,000 and above. There is a pipeline of 75 to 100 donors, and the focus will be on prospects who are the most qualified and likely to give. There is also an opportunity to match the donations, which could be between \$625,000 and \$1 million. Mr. Reinke will work with the Foundation board, College leadership, Deans, and department heads. He and Mr. Dick will have a small portfolio of 25 to 30 prospects. This will be a team approach, with opportunities for the Foundation and Board to connect to donors in the pipeline. Since January 15, the Foundation has received five formal commitments totaling \$335,000 and five pending commitments totaling \$1.1 million, with continued cultivation and eventual solicitation of 25 to 30 prospects prior to July 1. The Foundation has a restricted goal of \$1.2 million, with most donations restricted within the six different areas. Mr. Reinke concluded his report by stating that the Legacy Campaign document is available, and he will provide copies to Ms. Grimes to distribute to trustees.

ADMINISTRATIVE UPDATES

FY 21 and FY22 Budgets

Ms. Janssen provided a recap of federal funds as of December 31, 2020, noting that the College received \$956,930 in HEERF I (CARES) funds, most of which was for emergency grants. As of today, almost all of the funds have been committed, and Ms. Janssen reviewed how the funds were spent. The College also received GEER funds in the amount of \$172,800 for the period July 1, 2020, through June 30, 2021, and \$2,213,108 in HEERF II (or CRRSAA) funds, which run January to January (FY21 and FY22) and have a broader use than previous funds. The Illinois Community College Board has also indicated there may be an additional allocation of GEER funds, with a total of around \$8 million to be distributed among Illinois community colleges. Ms. Janssen provided a current budget projection, noting that there will probably be additional costs or lost revenue that can be allocated to HEERF. FY22 revenue assumptions include a \$3 tuition increase in Fall and do not include HEERF or CRRSAA funds. With the proposed \$3 tuition increase, the fund balance would be at about 27 percent of expenses. At this point, Ms. Janssen does not believe there is a need to factor in a budget reduction in State funds. Tuition includes the assumption of the proposed tuition increase and charging for First Year Experience Seminar (FYES), but hopefully the College could use HEERF to offset lost tuition, which amounts to around \$100,000. At this point, it is reasonable to expect a slight increase in health insurance premiums of about three percent. The projection also includes reducing expenses by over \$200,000. If the federal funds are included in the budget, the budget would be balanced or close to being balanced, although the current FY22 budget includes a transfer in from the Health Insurance Fund. Some technology purchases will continue after COVID, and salaries charged to CARES and GEER funds will need to revert back to the Operating Funds after the federal funds are gone. A tuition increase this year would help cut down on the amount needed next year. There is \$650,000 in the Health Insurance Fund, and if \$325,000 is transferred in both FY21 and FY22, the fund would then be depleted, but if there are enough eligible expenses in FY21 to apply to federal funds, the transfer from the Health Insurance Fund would not be needed this year. Federal funds cannot be carried forward

beyond the time line that is set. Ms. Kuberski also noted that the budget projection is based on flat enrollment, which isn't what the College has been seeing.

Tuition

Fall registration opens on April 9, and a second reading on a tuition increase will be presented later in the meeting. If needed, a third reading could be presented at the March 23 Board meeting. Ms. Janssen reported that Highland is a lower cost option compared to local four-year institutions, and we would remain so with a \$3 per credit hour increase. Each student received \$440 in HEERF funds in the first round of federal funds, and Ms. Janssen would expect that students would receive about the same in the next round. Sauk Valley Community College is tentatively considering a \$4 tuition increase, with Rock Valley College remaining flat, and no word from Kishwaukee Community College. Spoon River, Danville, Heartland, Lincoln Land, and John A. Logan have proposed increases in the \$1 to \$8 range. With a \$3 increase, the College would be at \$186 for tuition and per credit hour fees, which include the activity and technology fees.

Course and Miscellaneous Fees

Mr. Phillips presented information on the recommended Advanced Nursing Assistant fee. When course fee changes were originally brought forward, a fee was not included, but \$250 will be needed to cover the costs for the course.

Mission Statement

Ms. Kuberski reported that in 2007, Dr. Joe Kanosky recommended that the bullet points under the Mission be adjusted and modified. The bullet points are not currently consistent among College publications, so in an effort to make them consistent, a recommendation will be presented to trustees for approval of the bullet points as revised by Dr. Kanosky. This will not take the place of the Strategic Planning Council looking at the Mission as part of the strategic planning process, but that would come after the Assurance Argument process.

Vacation Carryover

Ms. Kuberski reminded trustees that a few months ago they approved the ability for staff to carry more vacation days over than normal. Currently, five days may be carried over and any additional days are converted to sick time. SURS has changed the rules and vacation days may no longer be converted to sick time. Many staff have not used vacation days due to COVID, and Ms. Kuberski does not want staff to be penalized. Some staff have over 25 days, and a recommendation will be presented at the March meeting to allow those with 25 days or more to carry over an additional five days into the new fiscal year. Supervisors will also be asked to help employees take time off for their mental and emotional wellbeing. The College will also be reviewing the number of days that may be carried over because currently Highland is on the low end compared to other institutions, with the range being 10 to 20 days for carryover, depending on the employee's years of service and classification. The maximum to carry over seemed to be 20 or 21, except the president, which is negotiated separately.

DIVISION FOCUS – NURSING AND ALLIED HEALTH

Dr. Stephanie Eymann had planned to provide the division focus today but is home with a sick child, so the presentation will be rescheduled.

MAIN MOTIONS (ACTION)

A. Course Fee Change for Fall 2021

Mr. Musser moved and Mr. Shockey seconded the motion to approve the following course fee change beginning with the Fall 2021 semester:

Course	Current	Proposed
NURS119 Advanced Nursing Assistant	\$ 0.00	\$250.00

The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Groezinger, S. Boldt, Shockey, H. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Part-time Instructors, Overload, and Other Assignments

Mr. Block moved and Mr. Musser seconded the motion to approve the list of part-time instructors, overload, and other assignments for Spring 2021, as presented. The roll call on the motion was as follows:

AYES: Endress, Musser, Groezinger, S. Boldt, Shockey, Block, H. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Acceptance of Bid: Science Renovation Project in Natural Science Building

Mr. Musser moved and Mr. Boldt seconded the motion to authorize acceptance of the low base bid meeting specifications from Gehrke Construction, DeKalb, IL of \$430,600 for the science renovation project, including the Physics Lab, Biology Lab, and associated prep rooms, in the Natural Science building. This bid is within the projected budget for the project.

Mr. Scott Johnson of R. L. Johnson Associates informed trustees that the lowest bid received was from Winter Construction, but they made a mistake on the bid. The next lowest bid was Gehrke Construction, which was similar to the rest of the bids.

The roll call on the motion was as follows:

AYES: Musser, Groezinger, S. Boldt, Shockey, Block, Endress, H. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Second Reading: Tuition

Mr. Boldt moved and Mr. Shockey seconded the motion to consider for second reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$149.00 per credit hour effective Fall semester of 2021. In addition, it is recommended that the Board of Trustees considers for second reading an increase in the senior citizen rate from \$111.00 to \$112.00 per credit hour effective Fall semester 2021. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2021 tuition rates at community colleges contiguous to Highland have been determined.

Mr. Block stated he does not see a need for a third reading on tuition, unless Ms. Janssen saw something that could change between now and March. Ms. Boldt said she does not think this is a huge increase, and she does not see a need for a third reading. Mr. Endress stated that he is not excited to see Highland at the top of the list of tuition in the State, but a huge deficit budget is not the place where he would like the College to be. Mr. Block noted that the College continues to be at the bottom of the list for the State's Equalization funding, and Mr. Musser asked if there was a way to regulate funding at the State level. Mr. Block also asked if there were any thoughts on legislation for equitable funding with a new Speaker of the House, and Mr. Endress noted that two years ago, funding changed for K-12, which included additional dollars for the poorest districts.

The roll call on the motion was as follows:

AYES: S. Boldt, Block, Endress, H. Boldt
NAYS: Groezinger, Shockey, Musser

The vote being three ayes, three nays, and Student Trustee advisory vote aye, the motion failed.

Mr. Shockey expressed concern that the College does a lot to raise compensation and hire more people, but it does not do much to cut the budget. He stated that the College needs to live within the income it has, and he challenged leadership to do so or go away and have new leadership.

Any new tuition recommendation would need to come as a first reading.

BOARD UPDATES

Foundation Endowment Concept

Mr. Endress stated that the concept is to commit to the Foundation campaign a match of up to \$500,000

to establish an endowment, with the income used for the highest priorities of the College. The \$500,000 would be taken out of the Matching Grant fund, which is currently at \$8 million. Right now, the College is taking four percent of the market value of the interest and putting it into the College budget, although the College could glean all of the interest from the endowment annually, but would mean \$500,000 would not be in our control. From a revenue standpoint, given four percent interest on the \$500,000, the College would get \$20,000, but the endowment would be \$1 million and it would grow at six percent, so the College would be giving up \$20,000 in exchange for \$60,000. If the endowment grows, the College would still be ahead of where it was. It was noted that the College would be taking money that was unrestricted and making it restricted. Constituents may also ask why the College is raising money if it is sitting on \$8 million. Ms. Janssen stated that the College needs to have enough in the Matching Grant to be able to certify liquidity for bond purposes. Mr. Block suggested the College not put any money in the endowment until the Foundation raised the money and then the College would match up to \$500,000. He asked if there would be a management fee applicable to the endowment, and Mr. Reinke stated he would not be opposed to having no management fee, and he would not see the Foundation charging a fee. He also stated that the maximum put in could be \$250,000 to start. Originally this would be under the comprehensive campaign, but now may be more limited. This could always be a giving opportunity for donors, and Mr. Reinke does not believe there will be a start and end date for this option. Mr. Musser expressed his support, noting that a point of reason for voting against the tuition hike was that it is difficult to do the really hard things if we are not forced to make hard decisions. This gives the College the opportunity to try something new and could provide seed money for new programs. The details will be worked out incorporating the comments made.

Regular Board Meeting Schedule

Mr. Endress stated that the regular Board meetings have traditionally been the third or fourth Tuesdays of the month, with retreats in March, June, September, and December. He asked trustees to be thinking about when the meetings should be held. Action on the regular meeting dates through April 2023 must be taken at the April regular meeting. Trustees were encouraged to provide Mr. Endress with feedback at the March regular meeting.

At 2:39 p.m., the Chairperson declared a recess; the meeting resumed at 2:48 p.m.

CLOSED SESSION

Mr. Musser moved and Mr. Boldt 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 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: S. Boldt, Shockey, Block, Endress, Musser, Groezinger
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Endress explained that the public attendees through Zoom would remain in the meeting, with the video and audio muted, while the Board was in Closed Session. Mr. Pete Fink would update the public attendees from the Zoom chat during the Closed Session, as needed, and the video stream and meeting would resume following Closed Session.

At 2:53 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Block, Endress, Musser, Groezinger, S. Boldt
NAYS: None

At 3:26 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**

1. **Appointment of Tenure**

Mr. Musser moved and Ms. Groezinger seconded the motion to grant tenure to Nursing Instructor Dr. Stephanie Eymann. The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Groezinger, S. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **Appointment of Tenure**

Mr. Block moved and Mr. Boldt seconded the motion to grant tenure to Earth Science and Geography Instructor Steven Curran. The roll call on the motion was as follows:

AYES: Endress, Musser, Groezinger, S. Boldt, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Appointment of Tenure

Mr. Boldt moved and Mr. Musser seconded the motion to grant tenure to Automotive Technology Instructor Kristin Stinnett. The roll call on the motion was as follows:

AYES: Musser, Groezinger, S. Boldt, Block, Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Extension of Tenure Due to COVID-19

Mr. Boldt moved and Mr. Musser seconded the motion that the Board of Trustees, in accordance with Section 110 ILCS 805/3B-2 of the Illinois Public Community College Act and the Fall 2020 Memorandum of Understanding between the Highland Community College Board of Trustees and the Highland Community College Faculty Senate (IFT Local 1957), extends the service requirements for tenure for a period of one additional semester for Brittany Petrelli and that she be provided with notification of same no later than 60 days before the end of the current school year. The roll call on the motion was as follows:

AYES: Groezinger, S. Boldt, Block, Endress, Musser
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Mr. Musser asked if anything had been done with the bike path. Mr. Endress stated that with Mr. Lowell Crow and Mr. Jack Carey leaving, Mr. Steve Cox had led Mr. Endress to believe it is not high on the new Park District director's agenda. The current path belongs to the Foundation, so the maintenance and liability would be the Foundation's. There had been an option for a grant application, which did not get submitted.

NEW BUSINESS

Open Discussion

Ms. Kuberski reported that this past Fall, Mr. Steve Gellings submitted his intent to retire, and she and Mr. Anderson had been watching enrollment in the Mechatronics program. This prompted the program review process and, at the request of the Program Review Committee, a survey of businesses was done. The process used for program review was the same used with other programs. Mr. Block asked about Ag Mechanics, and it was noted that Mr. Justin Ebert has created some certificates that have some of the components in them, but there has been no interest in students signing up for those certificates. Mr. Block expressed his concern about the pipeline for the ag industry, noting that perhaps people need to go through John Deere or Case IH. If there was a need, students could take the Ag Mechanics classes and the College could hire a third instructor. A question was raised about whether the College could

provide a piece of that education in the high schools, such as shop, ag, etc., because once a person is on that path, they will continue. Mr. Anderson responded that most high schools have ag, and students in the CareerTEC system can take Ag Mechanics from Mr. Ebert. Mr. Block suggested contacting the ag industry to see if they can help provide funding. Ms. Groezinger stated that the College needs to figure out how to do short courses. If the College could find that niche, her company would send employees to the College for a three-day training, and she suggested that perhaps the College could figure that out.

Mr. Endress appointed Mr. Block to the Audit & Finance Committee.

ADJOURNMENT

Mr. Block moved and Mr. Musser seconded motion to adjourn the meeting. At 3:43 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