

Highland Community College
Board Retreat
November 30, 2011
Highland Community College Student/Conference Center
Room H-206
Freeport, Illinois

ROLL CALL/CALL TO ORDER

Mr. Shockey called the meeting to order at 8:31 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block (arrived 8:32 a.m.), Mr. Jim Endress, Dr. Steve Jennings, and Ms. Chelsey Kaiser (departed 10:55 a.m.)

Members Absent: Ms. Whitney Zumdahl

Guests Present: Mr. Mike Kelly, HealthCheck 360 (arrived 10:09 a.m.; departed 10:50 a.m.)

Also Present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services (arrived 8:39 a.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; and Ms. Terri Grimes, Board Secretary

OPENING REMARKS

Dr. Kanosky reported that the legislature was back in session yesterday but pension reform was not on the table. Turmoil and apprehension remain regarding pension reform. Dr. Kanosky reminded trustees that the College is not tax capped because Ogle County has not had tax caps on the ballot; however, if tax caps go on the ballot, we would be capped. We believe mid-December would be the latest that tax caps could be put on the ballot for the Spring election, and August for the November election. If the College were tax capped, it would be devastating. There is currently a proposal to expand the enterprise zone for Harbach Grain Farms. Dr. Kanosky believes the Board will need to vote on whether or not the enterprise zone should be expanded. Many property tax assessments are currently being challenged which hinders our ability to keep our equalized assessed valuation (EAV) up.

The Prospering Together steering committee will meet tomorrow. Dr. Kanosky, Mr. Hood and Mr. Block have been attending meetings to help improve the economic conditions in the area. Dr. Kanosky would like to have a presentation made to the Board in either December or January on this initiative. The goal of the Prospering Together group is to demonstrate that Freeport is a good area to live, work, and play.

Dr. Kanosky also reminded trustees of the Madrigal Dinner performances beginning tomorrow night.

PUBLIC COMMENTS

There were no public comments.

ADMINISTRATIVE UPDATES

Health Insurance Update

Dr. Kanosky explained that Ms. Janssen and Ms. Ferguson co-chair the College's Health Insurance Committee, which includes Mrs. Gallagher and Ms. Zumdahl, and two representatives from the classified, custodial/maintenance, and administrative/professional classifications. The Health Insurance Committee is meeting later today and will discuss whether or not it is a good time to rebid the Third Party Administrator (TPA) piece of our health insurance. Mr. Block expressed that when we bid out a service, it makes the TPA put their best foot forward, so he strongly encouraged the Health Insurance Committee to consider rebidding out the TPA. Ms. Janssen explained that the TPA is only a small percentage of our health insurance costs. Ms. Janssen also reported that the Health Insurance Committee will review the actuarial study at today's committee meeting.

Ms. Janssen reviewed a recent health insurance survey of Illinois community colleges conducted by Bushue Human Resources, Inc. Mr. Shockey asked if there is anything in the survey that shows if community colleges require spouses to take Medicare when they turn 65, asking if we could force employees to do so. Ms. Ferguson will check into this issue. Dr. Kanosky stated that Mr. Alan Wenzel presented a retirement incentive concept to him. Mr. Wenzel believes that people are choosing not to retire because of the high cost of insurance. The incentive would split the cost of the retiree's insurance 50/50. The idea is that this would reduce costs because if an employee is eligible to retire and does not due to insurance costs, they are already on the College's health insurance plan anyway. Mrs. Gallagher requested that Ms. Ferguson send a list to trustees showing how many employees might be eligible for this.

Audit Recommendations

Ms. Janssen reviewed recommendations and suggestions presented by Mr. Dan Rowe, our auditor from Wipfli. One of the recommendations made was that checks not be returned to the person who made the request for the check but that the checks be mailed instead, and another was to have an internal audit conducted. Mr. Urish asked if we could ask Wipfli to conduct such an audit. Ms. Janssen reported that we could not use Wipfli because they do our annual audit, but we could use another audit firm. Ms. Janssen and Ms. Mary Lloyd, Manager of Accounting, are reviewing the recommendations presented in the audit and will meet with Mr. Rowe to understand the intent of the suggestions.

Budget

Ms. Janssen reported that she is updating the four-year Resource Allocation and Management Plan, noting that operating revenues were up 4.4% or \$580,000 annually between FY'07 and FY'11, while State revenues have decreased. Tuition has also increased an average of \$6.75 or 10 percent per year from FY'07 to FY'11. She reported that the fund balance over time has been within the Generally Accepted Accounting Principles of between five and 15 percent, although the Illinois Community College Board now recommends that community colleges have 20 percent in reserves. The College was at the 20 percent point in FY'11.

Currently Ms. Janssen is projecting equalized assessed valuation to be flat. If credit hours remain flat, the College would need to increase tuition by \$6 per credit hour. Mr. Block asked if the administration has ever gone to the faculty and staff to ask what ideas they could come up with to increase enrollment by 10 percent. Ms. Gerber stated that the Strategic Enrollment Management Committee sets an enrollment goal based on what the high school population in our district looks like. Mr. Endress stated that the College needs to look at niche opportunities, and stated that we need to be sure that employees are given the opportunity to dream but also to prioritize if cuts need to be made. Dr. Jennings stated that faculty already knows that they have the power to expand programs in any way they want to. Mr. Block stated that he would like to challenge the academic and administrative staffs to increase enrollment by 10 percent, noting that the College could look at other opportunities such as training on OSHA, EPA, government, and human resource regulations. Dr. Kanosky agreed with Mr. Block, reiterating that enrollment is an institutional responsibility, not a committee's responsibility.

Mr. Endress stated that collectively we have to work to be sure that students have the opportunity to get as many of the basic courses here as they can, make sure that the classes will transfer, and get over the hurdle of classes that do not transfer. Dr. Kanosky stated that students must also work with their advisors to make sure classes transfer. Ms. Gerber reported that the Illinois Community College Board has begun to gather information on transfer challenges, and the chief student services officers have requested that they be copied on those issues as well, so the issues may be addressed. Mr. Hood reported that the list of acceptable transfer courses and where they will transfer has grown. Progress has been made working with individual universities such as Northern and University of Wisconsin – Platteville to develop two-plus-two agreements and then funnel our students there. Mr. Hood also has a meeting with representatives of the University of Illinois' ag program to develop a similar agreement. Mr. Hood stated that in order to maintain growth, the College needs to look at new opportunities, such as online classes and degrees, more dual credit opportunities, nontraditional students in the workforce, soft skills, and customized training. Budget managers have been asked to talk to their employees regarding opportunities and challenges. Ms. Janssen stated that one challenge is that perhaps the Foundation will not be able to make the entire debt certificate payment, currently being about \$25,000 short.

At 10:00 a.m., the Chairperson declared a recess; the meeting resumed at 10:09 a.m.

HealthCheck 360

Mr. Mike Kelly, Director of Health and Wellness Services for HealthCheck 360 reviewed the results of the College's recent employee wellness testing, noting that overall the results were very positive. Between FY'10 and FY'11, the average score of those participating in the wellness program increased by three points. Seventy-five percent of participants scored 71 points or higher and only six percent scored below 60.

Tuition and Fees (Handout #1)

Ms. Janssen reported that the Illinois Community College Trustees Association will survey Illinois community colleges to see what fees they charge. For example, Rock Valley has a registration fee of \$2 per semester, and Kishwaukee has a per course fee of \$6.

Ms. Janssen reported that if credit hours are flat, tuition would need to be \$106 (a \$7 per credit hour increase), plus the \$7 per credit hour technology fee and the \$2 per credit hour activity fee. Dr. Jennings asked if the technology fee was representative of what the costs for technology are, and Ms. Janssen reported that the fee does not cover our costs. Mr. Block expressed his desire to keep the budget lean and create more credit hours.

Mr. Hood presented a list of proposed changes in course and miscellaneous fees effective with the Fall 2012 semester, noting that many of the fees are for the new equine classes, which were not offered last year. Mr. Hood explained that these costs are what we have to pay to send the students to the equine facilities. Trustees also discussed the increase in tickets for athletic events.

Mr. Endress suggested that perhaps the College not charge admittance to volleyball games, noting that we do not charge for baseball and softball games. Dr. Jennings noted that infrastructure costs are higher for volleyball and basketball than they are for softball and baseball.

CLOSED SESSION

Mr. Block moved and Mr. Endress seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; security procedures and the use of personnel and equipment to respond to an actual, threatened, or reasonably potential danger to the safety of employees, students, staff, the public or public property; and to conduct the Board's semi-annual review of all Closed Session minutes and tapes, 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: Shockey, Urish, Block, Endress, Jennings, Gallagher
NAYS: None

At 11:19 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Urish, Block, Endress, Jennings, Gallagher, Shockey
NAYS: None

At 12:26 p.m., the Chairperson declared the motion carried and the Closed Session ended.

At 12:26 p.m., the Chairperson also declared a recess for lunch. The meeting resumed at 1:03 p.m.

ACTION, IF NECESSARY

Personnel

No action was necessary.

Security Procedures

No action was necessary.

Semi-Annual Review of All Closed Session Minutes and Tapes

Mrs. Gallagher moved and Dr. Jennings seconded the motion that the verbatim audio recordings of the Closed Sessions of January 19, 2010, February 23, 2010, March 20, 2010, March 16, 2010, April 20, 2010 and May 18, 2010 may now be destroyed, pursuant to the Open Meetings Act, and that the minutes that were previously closed remain closed at this time and unavailable for public inspection. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Gallagher, Shockey, Urish
NAYS: None

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

ICCB Student Advisory Committee Report

There was no report.

Board Meeting and Retreat Schedule for 2012

Trustees discussed the meeting schedule for 2012. Following discussion, it was recommended that no changes be made in the 2012 schedule.

HCC Trustees 50th Anniversary Event

Dr. Kanosky is heading up the 50th Anniversary Committee. Former trustees Mr. Del Scheider and Mr. Frank Walker will serve as co-chairs of the committee, and Mrs. Sally Sharelis will also be asked to serve on the committee. Dr. Kanosky reported that Mr. Jim Phillips suggested that the College hold an annual Founders' Day event on September 6, the first day classes were held. Dr. Kanosky reported that he will kick off the 50th Anniversary Committee after the first of the year and will keep trustees advised. Mrs. Gallagher suggested sending out invitations to the events to all outstanding alums, and Mr. Endress suggested that former trustees also be included. Dr. Kanosky encouraged trustees to forward additional suggestions to him.

Report on ACCT Congress

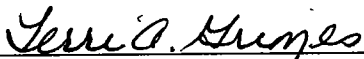
Mr. Urish stated that he is finishing up a written report on the ACCT Congress and will send it to Ms. Grimes for circulation. Mr. Block stated that the conference reinforced that the things we are doing at Highland are on track. Mr. Shockey stated that the fall ACCT meeting is very different from the February meeting in Washington, DC, with no shortage of opportunities to learn. Mrs. Gallagher reminded trustees that the conference will be in Chicago in two years and stated that we need to challenge ourselves to submit a presentation proposal for the conference.

NEW BUSINESS

Dr. Kanosky reported that the United Way auction, sponsored by Highland's support staff, is going on this week. Ms. Gerber reported that Ms. Misty Thrumman sent out the PACE employee survey, and Ms. Grimes will forward the link to trustees.

ADJOURNMENT

Mr. Block moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 1:23 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.



Terri A. Grimes, Board Secretary
Illinois Community College District No. 519