

Highland Community College
Board Retreat
December 2, 2015
Highland Community College Student/Conference Center
Room H-206
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Doug Block, Board Chairperson, called the meeting to order at 8:37 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl (departed 1:26 p.m.), Mr. Blake Musser, and Ms. Alexa Buss (departed 9:01 a.m.; returned 10:08 a.m.; departed 11:01 a.m.)

Members Absent: None

Guests Present: Ms. Susan Vela, *The Journal-Standard* (arrived 8:48 a.m.; departed 10:22 a.m.)

Also Present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 10:56 a.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 9:06 a.m.); and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Hood reported that there will be discussions later in the meeting about plans to conserve resources. Enrollments look good compared to other Illinois community colleges. Highland could be in the top two community colleges in Illinois with increased enrollments, and the College is doing better than most of our peers. The new programs are progressing, and discussions are ongoing about other potential new low-cost programs. The strategic planning process is also moving forward. Student Senate sponsored a "Pizza with the President" event recently, which had a good turnout, and students who attended asked good questions and had good ideas. Special thanks to Ms. Buss and Ms. Gerber for their work in setting up this opportunity for students.

ADMINISTRATIVE UPDATES

Digital Signs at College Entrances

Mr. Pete Willging presented three options for digital signage at the College entrances, as a follow-up to the September regular Board meeting. At the September meeting, trustees postponed indefinitely the proposal to install two digital signs at the main entrances, requesting that a third sign be considered at the entrance near the Barn, as was discussed at an earlier Board meeting when a presentation was made on the project. Mr. Willging presented four options to trustees with signs of varying sizes and proposed presenting Option 3 to trustees for approval in January. Option 3 provides for two 12-foot signs at the main entrances and a smaller monochrome sign at the Barn entrance at a total cost of \$108,440, which is approximately \$10,000 over the estimate that was included in the bond projects. The signs have a five-year warranty. The cellular modem and software are included in the proposal, however, basic cellular services through Verizon would be an additional cost. The project would also require trenching, which would need to be outsourced. Trustees inquired as to where the additional \$10,000 would come from, and Mr. Willging stated that he was unsure at this point. Ms. Janssen suggested that the two large signs could be installed first, and we could wait to see if there were funds available from the bonds for the third sign. Trustees agreed that two larger and one smaller sign would be the best option, and Mr. Block asked Mr. Willging to find the additional \$10,000 and determine if some of the work could be done internally instead of outsourcing. Dr. Jennings suggested contacting the Foundation to see if they might have a donor that would fund the additional cost or perhaps find a donor to fund the entire project and use it as a naming opportunity. The option will be presented to trustees for approval once funding for the entire project has been determined.

Budget

1. FY16: Ms. Janssen provided an overview of what other Illinois community colleges are doing with the current State budget situation. The College's FY16 budget currently includes a deficit of \$330,549, which would leave the fund balance at 21.5%, which is within ICCB's recommended range. If the College received no State funding in FY16, that would increase the deficit to \$1.8 million, which would leave only 11% in the fund balance. There is a possibility that community colleges will not receive any State funding this fiscal year, or perhaps only 25 to 50 percent. The College did not release the Fall Monetary Award Program (MAP) funding and is not releasing Spring MAP until we receive word from the State that we will receive funding to cover that. Ms. Janssen met with Mr. Hood, Ms. Kuberski, and Ms. Gerber to discuss possible budget reductions, and meetings will be set with faculty and staff. The goal will be to maintain positions at this time, but faculty and staff may not be able to travel for personal development. There is some money left in the health insurance fund that can be used to help pay health insurance premiums. Non-faculty reductions in force (RIFs) would require a 60-day notice before the end of the fiscal year, while faculty RIFs require a 60-day notice before the end of the academic year.

2. Working Cash Bonds: The protection, health, or safety levy was increased due to the upcoming heating and cooling project. There is a limitation on the debt service base, which would limit the ability to issue bonds. We have until March 1, 2016, to issue bonds that could be in place for the debt service extension. The working cash bonds would potentially increase the tax rate by three or four cents. The Board Chair would call for a public hearing in January, and the parameter resolution would be presented for approval at the February regular meeting, with the bonds sold in February. Ms. Janssen estimated that this would increase the taxes on a \$100,000 home by approximately \$9 to \$10. Mr. Block questioned if we could reduce the tax rate in the future, and Ms. Janssen reported that rates can be adjusted each year. Mr. Musser asked if we would do more damage with public relations by raising the levy three cents and possibly losing enrollments. Trustees discussed the need to get the word out on how the funds would be used and what we have done to reduce the budget. Budget discussions will continue at the January meeting.

At 9:53 a.m., the Chairperson declared a recess; the meeting resumed at 10:08 a.m.

3. Tuition: Ms. Janssen provided some preliminary information on tuition, noting that Highland's tuition is currently in the top 10 highest in the state. She reminded trustees that tuition was increased by \$5 per credit hour in Fall 2015, bringing tuition to \$123 per credit hour. The activity fee was also raised by \$1 per credit hour to \$6 and the technology fee was raised by \$2 per credit hour to \$13. There is also a \$15 per semester registration fee. Ms. Janssen reviewed tuition options with the assumptions that we receive 50 percent of State funding, equalized assessed valuations increase by one percent, enrollment is flat, and we receive \$720,000 from the Foundation for the debt certificates and the Challenge Grant drawdown. She noted that to break even, tuition would need to increase by \$50 per credit hour, which is unrealistic. Dr. Jennings noted that he has heard that one local community college is looking at an increase of \$20 per credit hour. Ms. Janssen reported that she is also looking at variable tuition for higher cost programs, and Ms. Kuberski noted that much of the variable tuition is somewhat accounted for by the course fees for those programs that cost the College more to deliver. Ms. Janssen is planning to attend a Student Senate meeting to discuss a potential tuition increase and get the students' input. Dr. Jennings suggested temporarily charging a building fee per student per semester for using the nursing wing, and Mr. Block noted the same fee could be charged for the wind tech program. Ms. Buss also noted that Student Senate is working on a good student discount card to promote students buying their textbooks from the bookstore.
4. Revenue Reports: Ms. Janssen reviewed potential Foundation revenue reports she could present to the Board on a monthly basis. Mr. Hood reported that the Foundation has new national data that suggests that major gifts that have been given in the last five years are from new donors. He also reported that all Highland trustees are now on a Foundation committee, and he encouraged trustees to let him or Mr. Block know of names of potential new Foundation Board members.

Review of Policy 5.08 – Gifts, Contributions, Bequests to Highland Community College

Mr. Hood explained that there were concerns raised about the statement in the policy that read that all gifts would need to come through the Foundation. Mr. Shockey noted that, as an educational institution, the College may receive donations, and he stated his belief that the College president should have the prerogative to work with the donors and not be limited by a policy that states that the donation could only be given to the Foundation. Trustees recommended changes, which Ms. Janssen will take back to the Policy Committee. Once the Policy Committee has approved the changes, the policy will be presented to the Board for a first and second reading. Ms. Gerber also noted that campus clubs do contact her for approval of their fundraising efforts.

Theatre Instructor and Dean Search

Ms. Kuberski reported that the original intent was to present a theatre instructor candidate for approval today but two candidates are being brought in next week for face-to-face interviews. She would like the new instructor to be in place in January and suggested the Board could hold a special meeting to approve a candidate or it could be on the January regular meeting agenda. It was noted that trustees have been invited to attend one of three different opportunities on December 15 to hear information on a proposal from A5 for community branding, so trustees suggested that date may work best for a special Board meeting.

Ms. Kuberski reported that there are currently 28 applicants for the Dean of Humanities, Social Sciences, and Fine Arts. The committee is hoping to interview candidates in January and February.

Course and Miscellaneous Fees

Ms. Kuberski presented a list of proposed changes to the list of course and miscellaneous fees, and Ms. Janssen reminded trustees that the technology and activity fee increases are per credit hour. The list will be presented to trustees for approval later in the meeting.

Part-time Instructors, Overload, and Other Assignments List

Ms. Kuberski reported that Mrs. Gallagher had asked why additional people were listed on the monthly list of part-time instructors, overload, and other assignments. Ms. Kuberski explained that it is her understanding that the list had been broadened at Dr. Joe Kanosky's direction. Following discussion, trustees suggested the list should continue as is and include all part-time instructors, overload, and other assignments, but that headings be added for the different types. It was also noted that all entries on the list should be relevant to instruction.

At 11:35 p.m., the Chairperson declared a recess for lunch; the meeting resumed at 11:56 a.m.

MAIN MOTIONS (ACTION)

A. Course and Miscellaneous Fees

Dr. Jennings moved and Mr. Musser seconded the motion to approve the list of course and miscellaneous fees beginning with the Fall 2016 semester, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser, Gallagher
NAYS: None

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

Those who attended the Association of Community College Trustees' (ACCT) annual leadership congress this past October provided an update on the numerous presentations they attended. Mr. Block also announced that Mrs. Gallagher was recognized at the congress for serving on the ACCT board. Mr. Endress reported that the Illinois Community College Trustees Association has canceled their business meeting, which is normally held at the ACCT meeting in February in Washington, DC, due to the State budget situation.

CLOSED SESSION

Ms. Zumdahl 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 by an employee of the public body to determine its validity; 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; and, discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the public body of the minutes or the semi-annual review of the 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: Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey
NAYS: None

At 12:35 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Block
NAYS: None

At 1:17 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

No action was necessary.

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

No action was necessary.

C. Semi-annual Review of All Closed Session Minutes and Tapes

Mrs. Gallagher moved and Mr. Musser seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection and that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: December 4, 2013; December 17, 2013; January 21, 2014; February 18, 2014; March 5, 2014; March 18, 2014; April 15, 2014; April 21, 2014; April 28, 2014; and, May 27, 2014. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block,
Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

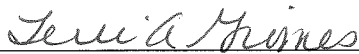
Ms. Kuberski reported that she, Ms. Gerber, and Mr. Scott Anderson have met with representatives of the Thomson prison to discuss educational opportunities for inmates transitioning to public life and believe that the welding certificate program could make inmates more employable once they are released. The inmates would come to campus and be in a contained classroom, and the prison would pay their tuition. Ms. Kuberski and Ms. Gerber will continue discussions with representatives of the Thomson prison.

The strategic planning process is well underway. Approximately 45 people are serving on the Strategic Planning Council, with about 30 attending each of the first two meetings. Ms. Gerber reported that the January Strategic Planning Council meeting will include presentations by Mr. Dave Young of the Northwest Illinois Development Alliance and Ms. Lisa McCarthy of the Tri-County Economic Development Alliance. The Council is using a subcommittee structure and the subcommittees are developing lists of key informants. Dr. Peter Flynn and Mr. Jim Palmer are serving as co-chairs.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 1:30 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