

Highland Community College

Board Retreat

March 10, 2010

Student/Conference Center

Freeport, Illinois

ROLL CALL/CALL TO ORDER

Mr. Shockey called the meeting to order at 8:34 a.m.

Members Present: Mr. Steve Kroeger, Mrs. Maurita Scharman, Mrs. Diane Gallagher (arrived 8:35 a.m.), Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Austin Walker (departed 10:00 a.m.; returned 11:33 a.m.; departed 1:00 p.m.; returned 1:50 p.m.)

Members Absent: None

Guests Present: Ms. Hilary Matheson, The Journal-Standard (departed 9:27 a.m.); Mr. Todd Weegens, HCC Foundation President (arrived 12:58 p.m.; departed 1:45 p.m.); Mr. Steve Kneubuehl, HCC Foundation Board member (arrived 12:58 p.m.; departed 1:45 p.m.)

Also Present: Dr. Joe Kanosky, President (departed 12:23 p.m.; returned 12:34 p.m.); Dr. Jeff Davidson, Vice President, Academic Services (departed 12:32 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 12:32 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 12:32 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 12:32 p.m.); Mr. Pete Willging, Director of Marketing & Community Relations (departed 9:27 a.m.); and Ms. Terri Grimes, Board Secretary

OPENING REMARKS

Dr. Kanosky announced that Governor Patrick Quinn will present his State budget message today, at which time we may know more about our funding for FY'11.

PUBLIC COMMENTS

There were no public comments.

FY'10 BUDGET

Ms. Janssen reported that she doesn't believe we will see a rescission in FY'10 but that we will receive some of our payments late. Currently revenues look like they will be slightly lower than anticipated. Part-time instructors, summer instructors and overload are coming in lower than budgeted. This appears to be due to the way classes were scheduled.

FORECAST FOR FY'11

Ms. Janssen reported that the state budget will be issued today. ICCB submits their budget to IBHE. IBHE then submits the budget to the State. ICCB's best projection at this point is that we will be level funded minus the stimulus funds. The State will release a continuation plan for adult ed. on March 22.

Ms. Janssen presented information on tuition, stating that currently the average increase at other Illinois community colleges is approximately \$8 per credit hour. She believes at this point that increasing our tuition by \$10 per credit hour would still be a good "landing point."

Budget managers received budget worksheets for FY'11 earlier this week. Once the budget manager reviews the information and makes any adjustments that are needed, the information will be reviewed by the appropriate Associate Vice President, Vice President or President before submission to Ms. Janssen. A contingency plan will also be developed in the event that cuts need to be made in FY'11.

ALTERNATIVES AND OPTIONS (Handout #1)

Ms. Janssen provided information on the need to issue technology bonds. We are currently in a good situation in the bond cycle where we could issue bonds but keep the overall tax rate the same. The bonds would be used for items such as campus-wide servers, paying off leases, and technology upgrades. Overall the tax rate has not changed since 2004.

Dr. Davidson distributed a copy of the proposed course and miscellaneous fee changes, explaining that fees are set to break even and cover expenses. He noted that the nursing fees, in large part, are due to a number of state requirements. The fees related to payment plans have also been changed. An activity fee will be implemented to cover some of the expenses for theater and athletics. A transcript fee will be implemented for students requesting "official" transcripts, but there will continue to be no charge for "unofficial" transcripts. The graduation fee will also be increased to \$25 (an increase of \$5 over the current fee), however, this still will not cover the expenses related to graduation. The cost of the Leadership Institute will increase by \$200, and the Jo Daviess Leadership Forum fees will increase by \$100. Jeff also noted that the truck driver training fee has not been listed on the fee list in the past because it is a turnkey operation but it has now been added. Highland receives 15% of the total fee plus credit hour reimbursement. Ms. Janssen reported that effective with the Fall semester, Highland will be compliant with listing the International Standard Book Numbers (ISBN) on our website so students can purchase books wherever they choose. Ms. Madonna Keeney, Bookstore Manager, has also investigated a hybrid book rental program.

Mrs. Gallagher asked if the College had considered variable tuition for high demand programs, and Ms. Janssen stated that she will investigate the idea next year.

ACTION – THIRD READING: TUITION

Mr. Kroeger moved and Mr. Urish seconded the motion to approve for the third reading an increase in the in-district tuition rate from \$84.00 per credit hour to \$94.00 per credit hour and in the senior citizen rate from \$58.00 to \$71.00 per credit hour effective with the Fall semester of 2010. The formula for figuring out-of-district tuition remains unchanged. Out-of-state tuition will be calculated after Fall 2010 tuition rates at community colleges contiguous to Highland have been determined. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Urish, Block, Endress, Kroeger, Walker
NAYS: None

Whereupon the Chairperson declared the motion carried.

At 9:27 a.m., the Chairperson declared a recess; the meeting resumed at 9:39 a.m.

CLOSED SESSION

Mr. Urish moved and Mrs. Gallagher seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; collective negotiating matters between the public body and its employees or their representatives; and probable, imminent or pending litigation, 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: Gallagher, Shockey, Urish, Block, Endress, Kroeger, Scharman, Walker
NAYS: None

At 9:40 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

At 10:27 a.m., the Chairperson declared a recess; the meeting resumed at 10:40 a.m.

At 10:54 a.m., the Chairperson declared a recess; the meeting resumed at 11:04 a.m.

At 11:55 a.m., the Chairperson declared a recess for lunch; the meeting resumed at 12:21 p.m.

Mrs. Gallagher moved and Mr. Block seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Kroeger, Scharman, Gallagher, Walker
NAYS: None

At 12:58 p.m., the Chairperson declared the motion carried and the Closed Session ended.

MATCHING GRANT

Mr. Kroeger presented his thoughts on future use of the Matching Grant Funds. The funds are currently designated to cover the payments for the debt certificates in the event that the fundraising campaign does not raise enough funds. He believes a balanced fund approach would be a good way for the Foundation to invest the funds in case some of the money is needed. Mr. Kneubuehl stated he does not believe that trustees need to approve a formal recommendation for managing the funds, and Mr. Weegens assured trustees that the Foundation takes the issue of managing the funds for use by the College very seriously. He went on to state that the Foundation needs to know of the College's need for liquidity of funds in the next 12 to 24 months, but the Foundation intends to meet the obligations of the capital campaign.

REVIEW OF FOUNDATION MEMORANDUM OF UNDERSTANDING

The previous memorandum of understanding (MOU) was viewed as a legal document to define the working relationship between the Foundation and the College, but now may be a good time to revisit the MOU and include some mutual goals to work toward. Mr. Weegens stated that he has asked Mr. Kneubuehl to lead an effort from the Foundation side along with Mr. Doug Cross to review the MOU, noting that the Kaskaskia model might be a "jumping off point." He stated that the major gifts campaign has been a challenge, and he has been disappointed with the status of the fundraising from October to January, however, he is excited about the direction the campaign is now headed. He stated the Foundation still has a need and a critical issue to raise unrestricted funds, noting it is a "dual track" fundraising campaign. He assured the Board that the Foundation wants to work closely with trustees and make sure the Foundation and the College are working in step. Mr. Weegens described the MOU discussion as a fresh opportunity using a "no sacred cows" approach, while determining what will work best for all moving forward.

CAPITAL CAMPAIGN

Mr. Urish provided an update on the capital campaign. Mr. and Mrs. Rob (Karen) Urish, and Mr. and Mrs. Jim (Kathy) Berberet are taking a stronger role in leading the fundraising campaign. Mr. Weegens stated that he has also challenged Ms. Susan Atherton, Foundation Executive Director, to get involved directly in the "asks." The Management Committee agreed to schedule monthly meetings the same day as the HCC Board's regular meetings. In between meetings, Ms. Atherton will supply the Management Committee with interim emails. The "regional chair women" are meeting today to brainstorm fundraising ideas. The "call" lists are being finalized, and a video will be produced that will highlight the many positives at the College.

Since July 1, 2008, 1,560 gifts and 305 donations have been received totaling \$1.2 million. Of the total, \$1.1 million has been designated for the nursing wing. Mr. Weegens stated that \$590,000 has been pledged (some stretched over five years) and \$600,000 has been received in

cash. A major announcement on the campaign will be sent out soon. Members of the speakers' bureau have been active, talking to service clubs, chambers and other organizations.

Mr. Weegens expressed that one of the difficulties of the campaign is that there is a long way to go in fundraising on a structure that has already been built. The video will focus on how the facility benefits the community, the College's partnerships with the medical community, and success stories.

ACTION, IF NECESSARY -- PERSONNEL

Mr. Urish moved and Mrs. Scharman seconded the motion to approve the Resolution that the College not renew the employment contract of Dr. Tim Dennis, and that his employment shall terminate at the end of the Spring 2010 semester. The President shall cause appropriate notice to be given to Dr. Dennis. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Scharman, Gallagher, Shockey
NAYS: None

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

There were no Board updates.

NEW BUSINESS

Dr. Kanosky announced that Highland's theatre department will present "The Diviners" this weekend. The Freeport High School Jazz Ensemble, the FHS Show Choir, and Highland's Big Band and Royal Scots will combine for a "Moonlight Serenade" dance this Saturday at the Masonic Temple.

ADJOURNMENT

Mr. Urish moved and Mr. Block seconded the motion to adjourn the meeting. At 1:56 p.m., there being no further business, the Chairperson declared the meeting adjourned.



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