

**Highland Community College**  
*Board Retreat*  
*June 1, 2016*  
*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 8:32 a.m.

***Members Present:*** Mrs. Diane Gallagher, Mr. David Shockey (arrived 9:35 a.m.), Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, and Ms. Staci Hammer

***Members Absent:*** Ms. Whitney Zumdahl

***Guests Present:*** None

***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; and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

**OPENING REMARKS**

Mr. Hood expressed his sympathies to Mr. Block and his family on the death of Mr. Block's father. He noted that the College had a wonderful graduation and events leading up to it, with excellent speakers. Mr. Hood is completing his first academic year as president and is quite pleased that things have gone as close to planned as possible, having faced up to and tackled issues.

**ADMINISTRATIVE UPDATES**

***Health Insurance Rates and Health Savings Account (Handout #1)***

Ms. Janssen provided a preview of the health insurance rates and health savings account recommendation that will be presented to trustees for approval later in the meeting. She noted that the PPO rate is about 15 percent more for family and 13% more for employee only. The College will no longer offer the wellness benefit that included an annual wellness blood test and premium reduction for qualifying employees. The high deductible health plan has a lower premium but

higher deductible. This year the College would also offer a one-time only incentive of \$1,000 to qualifying employees choosing the higher deductible health plan to go toward a health savings account. Dental and medical insurance premiums are split 82/18. Overall there is a net increase in the cost including medical and dental of about \$170,000, which is more than last year. When the Fall 2016 tuition increase was considered, Ms. Janssen had estimated insurance premiums being approximately \$110,000 more. The Health Insurance Task Force spent a lot of time and energy to come up with a plan and deserve recognition for their work.

*Course Fee Changes (Handout #2)*

Ms. Kuberski reviewed the proposed course fee changes effective with the Spring 2017 semester. In most cases, the fees are for consumables. The Intro to Poetry course has a video component that requires the purchase of a license, so it was proposed to implement a fee to capture the cost. Equine Health Care II was originally a face-to-face course, but students will be taking the class online instead of going to a stable. The recommendation will be presented to trustees for approval at the June regular meeting.

*Math Instructor*

Ms. Kuberski presented information to trustees about the need for a Math instructor. Currently there are wait lists for Statistics, which is a course required by many more majors and one of the Illinois Articulation Initiative (IAI) courses. Math for Elementary Teachers is a majors course and the current instructor is not Higher Learning Commission (HLC) qualified. Some of the Math Achievement Center instructors in the lab also do not meet the new HLC requirements, and Ms. Kuberski believes there is a need to hire a new full-time Math instructor beginning in the Fall 2016 semester. The Regional Office of Education sent out a request to area high schools indicating that the College was looking for a Math instructor but received no inquiries. Math Literacy is a new class being developed to be offered in the Spring and could be taught by the new instructor. Ms. Janssen reported that the tuition dollars generated by these classes coupled with the loss of part-time math instructors currently teaching in the Math Achievement Center should cover much of the cost of the new instructor.

**MAIN MOTION (ACTION)**

A. Health Insurance Rates and Health Savings Account Option

Dr. Jennings moved and Mrs. Gallagher seconded the motion that the Board of Trustees establishes the following monthly rates for medical, dental, and vision insurance during FY17 under a fully-insured health plan as listed below. It is further recommended that the Board of Trustees approve a one-time contribution of \$1,000 to the health savings account (HSA) established by each participant, if eligible, selecting the high deductible health plan (HDHP), excluding retirees.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 830.22	Retiree Only	\$ 830.22
Family Plan	\$2,075.53	Retiree with Family Plan	\$2,075.53

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 754.57	Retiree Only	\$ 754.57
Family Plan	\$1,886.40	Retiree with Family Plan	\$1,886.40

Dental (Ameritas):

Employee Only	\$ 29.80	Retiree Only	\$ 29.80
Family Plan	\$ 86.12	Retiree with Family Plan	\$ 86.12

Vision (VSP):

Employee Only	\$ 5.58	Retiree Only	\$ 5.58
Employee + Spouse	\$ 8.93	Retiree + Spouse	\$ 8.93
Employee + Child(ren)	\$ 9.11	Retiree + Child(ren)	\$ 9.11
Family	\$ 14.70	Retiree with Family	\$ 14.70

The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Gallagher, Hammer  
NAYS: None

Whereupon the Chairperson declared the motion carried.

**CLOSED SESSION**

Mr. Endress 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; 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: Endress, Jennings, Musser, Gallagher, Block, Hammer  
NAYS: None

At 9:13 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 9:43 a.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: Interim Associate Dean, Natural Science and Mathematics (Handout #3)

Mr. Endress moved and Dr. Jennings seconded the motion to approve the appointment of Dr. Brendan Dutmer as full-time interim Associate Dean of Natural Science and Mathematics division beginning July 5, 2016 and extending through August 9, 2017, at a salary of \$82,323 over the length of this appointment, plus appropriate fringe benefits. Such salary shall be in lieu of any other salary and benefits Dr. Dutmer would be entitled to receive under his current faculty position. Dr. Dutmer will teach a maximum of 7 contact hours per semester as a part of this appointment. This is an Administrative appointment and is necessary due to the vacancy in the division following the resignation of the Dean of Health, Natural Science and Mathematics. The Dean position is being restructured and the Associate Dean of Natural Science and Mathematics is a part of this restructure. This interim appointment will end no later than August 9, 2017. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Interim Associate Dean, Nursing and Allied Health (Handout #4)

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the appointment of Ms. Jennifer Grobe as full-time interim Associate Dean of Nursing and Allied Health division beginning June 2, 2016 and extending through June 30, 2017, at a salary of \$71,508 over the length of this appointment, plus

appropriate fringe benefits. Ms. Grobe will teach a maximum of 6 contact hours per semester as a part of this appointment. This is an Administrative appointment and is necessary due to the vacancy in the division following the resignation of the Dean of Health, Natural Science and Mathematics. The Dean position is being restructured and the Associate Dean of Nursing and Allied Health is a part of this restructure. This interim appointment will end no later than June 30, 2017. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

At 9:46 a.m., the Chairperson declared a recess; the meeting resumed at 10:03 a.m.

#### **STRATEGIC PLANNING UPDATE** (Handout #5)

Ms. Gerber provided an update on the strategic planning process and feedback received from the focus groups. She reported that 40 people are participating on the Strategic Planning Council, including 19 internal faculty and staff. To date, 298 people have attended focus groups throughout the district, and over 150 have been invited to upcoming focus groups in Freeport. The Council conducted a SWOT analysis and overall perceives the College's strengths to include location, technology infrastructure, employee commitment, the Foundation, and partnerships. Ms. Gerber reported that next steps for the Strategic Planning Council include brainstorming goals by the subcommittees; review, discussion, and prioritization of goals; and, internal action planning.

#### **BOARD UPDATES**

##### *ACCT Annual Leadership Congress*

ACCT's Annual Leadership Congress will be held October 5 – 8 in New Orleans, Louisiana.

#### **OLD BUSINESS**

Mr. Block congratulated Mrs. Gallagher on receiving ICCTA's Ray Hartstein Trustee Achievement award this past Friday night in Springfield.

Several trustees expressed a concern about the lack of meetings of the Foundation board. Mr. Hood will schedule a meeting with Mr. Jim Berberet and Mr. Todd Weegens.

Mrs. Gallagher reported that she presented the Top Scholars scholarships at Galena High School and East Dubuque High School awards nights, where lots of other scholarships were presented. She suggested obtaining the list of scholarships presented at the high schools and contacting the donors to encourage them to sponsor scholarships for students who will attend Highland.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 11:00 a.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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