

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER/ROLL CALL

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 4:04 p.m. on August 15, 2017, in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress (arrived 4:05 p.m.; departed 6:10 p.m.), Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress

The following members were absent: None

Also present: Mr. Tim Hood, President (departed 6:46 p.m.; returned 6:55 p.m.); Ms. Chris Kuberski, Executive Vice President (departed 5:56 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:52 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 5:52 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:52 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:24 p.m.); Mr. Steve Mihina, Faculty (departed 4:36 p.m.); Mr. Jim Berberet, outgoing Executive Director, HCC Foundation (departed 4:36 p.m.); Mr. Jeff Reinke, incoming Executive Director, HCC Foundation (departed 5:24 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:55 p.m.); Mr. Pete Fink, Network Administrator (departed 4:39 p.m.); Ms. Melissa Johnson, Coordinator, Early Childhood Education (departed 4:22 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 4:39 p.m.); and, Ms. Terri Grimes, Board Secretary

MOMENT OF SILENCE IN HONOR OF FORMER TRUSTEE FRANK WALKER

Mr. Block asked for a moment of silence in honor of former trustee Mr. Frank Walker, who passed away last month, as well as a moment of silence for Highland student Mr. Kyle Faust, who lost a battle with depression.

APPROVAL OF AGENDA

Mr. Endress moved and Dr. Jennings seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the minutes of the July 18, 2017, budget work session and regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Berberet reminded trustees of the Shindig fundraiser this Saturday night. A new feature of the Shindig will be an opportunity to raise \$5,000 in five minutes, with the proceeds going to the student emergency fund. The 2017 Double Play campaign has raised almost \$20,000 toward the \$50,000 goal, and the Million Dollar Match campaign currently stands at \$422,000.

Nominations for the Foundation's Distinguished Alumni awards are currently being accepted. Trustees are invited to attend the Farm to Fork fundraiser on September 14, with proceeds going to Highland's Ag department. The event will include food made from locally sourced ingredients and served by Highland's Hospitality Management and Ag students.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2017 Leadership Congress

Recommendation: That the Board of Trustees approves the appointment of Mr. Jim Endress, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2017 Leadership Congress in Las Vegas, Nevada, September 25 – 28, 2017. It is further recommended that Ms. Pennie Groezinger, Trustee, serve as the alternate delegate, if Mr. Endress is unable to fulfill his responsibilities at the meeting.

2. Authorization to Submit the Annual Audit to the Illinois Community College Board

Recommendation: That the Board of Trustees authorizes the Audit & Finance Committee of the Board to review the FY17 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2017 deadline.

C. Personnel

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

Recommendation: That the list of part-time instructors, overload, and other assignments be approved, as presented, for the Summer semester of 2017.

D. Financial (None)

Mr. Endress moved and Mr. Musser seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher,
A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Memorandum of Agreement Between Highland Community College and the Early EdU Pilot Program Through the University of Washington

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Memorandum of Agreement, as presented, between Highland Community College and Early EdU Alliance Program acting through the University of Washington (UW), a public institution of higher education and an agency of the state of Washington, as the designated entity to manage and license rights for Early EdU. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Hood recognized Ms. Melissa Johnson, Coordinator of Early Childhood Education, as the recent recipient of the Distinguished Teaching Award by Early EdU.

C. Personnel (None)

D. Financial

1. Service Provision Agreement Between FHN Family Counseling Center and Highland Community College for Mental Health Services

Mr. Endress moved and Mr. Musser seconded the motion to approve the agreement between Highland Community College and FHN Family Counseling Center for the provision of student mental health assessments, crisis counseling, consultation, and training at a rate of \$90.00/hour for a minimum of five hours per

week and a maximum of 10 hours per week while classes are in session during FY18. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$39,165 for FY17, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey,
Block, J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

3. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund

Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$36,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund

Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund back to the Operations and Maintenance, Restricted Fund in the amount of \$68,650 to reverse a transfer done in FY17 to support operations. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Interfund Transfer from the Educational Fund to the Restricted Fund
Mr. Musser moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Educational Fund back to the Restricted Fund in the amount of \$325,000 to reverse a transfer done in FY17 to support insurance premium costs accounted for in the College's operating funds. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Plante & Moran, PLLC Payment Card Audit/PCI Compliance Professional Services Agreement
Mr. Musser moved and Mr. Shockey seconded the motion to authorize the President to approve the contracts, as presented, with Plante & Moran, PLCC for professional and technical services used for auditing the College's current credit card processing environment and to guide the College in obtaining Payment Card Industry (PCI) compliance, for a cost not to exceed \$25,500. This cost is within the annual budget and is included in the College's risk management plan.

Mr. Block questioned if ICCTA could offer something similar under one umbrella as a cost savings measure, and Mr. Hood will mention this at the Illinois Council of Community College Presidents meeting. Ms. Janssen noted that the College may want to consider implementing a credit card fee in the future to recover costs, and Mr. Musser requested a total of the College's costs associated with credit cards.

The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Direct Energy Business, LLC Electricity Supply Commodity Master Agreement
Mr. Endress moved and Mr. Musser seconded the motion to formally approve the Commodity Master Agreement with Direct Energy Business, LLC for the College's supply of electricity at a purchase price of 5.927 cents per kilowatt hour, including losses, transmission, and capacity charges, for a period of 54 months beginning December 2017. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

8. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the July 2017 bills in the amount of \$712,609.00, Automated Clearing House (ACH) debits W0000429 through W0000432 amounting to \$9,814.68, Electronic Refunds of \$33,056.19, with 2 adjustments of \$919.68, such warrants amounting to \$754,560.19. Transfers of funds for payroll amounted to \$506,400.89. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

REPORTS

Treasurer's Report: Comparison of Budget with End-of-Year Projections

Ms. Janssen noted that the College has received about one-third of the FY17 State funding that was allocated and funding for MAP for last Fall and this past Spring. The Veterans' grant barely covered what students were awarded in the 2016-2017 academic year. Ms. Janssen explained that she recorded the total revenue allocation from the State, not what has been received to date. Mr. Hood noted that the College is among few in the state that can say they are in the positive now.

Student Trustee

Ms. Endress greeted everyone at Opening Days to pass out Highland student discount cards. The cards will also be distributed to students at the Fall picnic. Ms. Endress is hoping that Student Senate will meet this week, and there are several positions to fill on Senate. The next ICCB-SAC meeting is scheduled for September 8 in Normal, Illinois and will include election of officers.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher will be scheduling an Audit & Finance Committee meeting. ACCT's *Trustee Quarterly* helps keep trustees aware of national issues, such as year-round Pell and the real cost of attending community colleges. Mrs. Gallagher also noted that Mr. Shockey's picture was in the last issue of *Trustee Quarterly*.

ICCTA Representative

Mr. Endress thanked Mr. and Mrs. Block, Mr. and Mrs. Hood, Mr. Scott Anderson, Mr. Willging, and Ms. Grimes for their work on the ICCTA Executive Committee retreat, noting that it was appreciated by Mr. Endress and everyone who attended. Participation was as high as ever and there were many positive comments. Ms. Karen Hunter Anderson, Executive Director of the Illinois Community College Board, has challenged community colleges with identifying areas where they can know students better, what is happening to students going into remediation, what course enrolls the most students, and to compare the budget spent on that course with enrollment. There continue to be efforts with ICCTA and the Illinois Council of Community College Presidents regarding offering the BSN degree and attempts will be made again this year. Mr. Tom Ryder, ICCTA's legislative counsel, shared with the ICCTA Executive Committee that things in the Illinois legislature have now reached a new normal and there will be unpredictability. The new budget is based on the community college funding allocations in FY15, which was the lowest in 10 years, and FY18 is 10 percent less than the FY15 level. Mr. Ryder shared that cash flow is horrible in the state, and he fears that the funds received may be the last under Governor Bruce Rauner. The state legislature has authorized the retirement systems to implement a Tier III but it will take a lot of work to implement, and Mike Monaghan, ICCTA's Executive Director, believes that it will be at least two years before anything happens. Tier III will be optional, and Mr. Endress envisions that if it comes to pass, it will be largely designed for people who do not want to start a new retirement plan in Illinois. The next ICCTA meeting is scheduled for September 8 and will be hosted by Heartland Community College. Mr. Endress continues to work with ICCTA on recruiting community colleges that are not currently members to join ICCTA.

Board Chair

Mr. Block enjoyed the Opening Days breakfast and hopes that the remainder of the day went as good as it started.

Administration

Mr. Hood asked Ms. Kuberski and Ms. Gerber to respond to questions about remediation that Mr. Endress noted earlier. Ms. Kuberski reported that, as part of an AQIP action project, the College looked at a cohort report of students placed into developmental writing in the Fall and what happened over the next three years. They found that, of students in transitional writing, about 42 percent of the students were not completing successfully and only 10 percent went on. They found that there was not a good alignment between COMM090 and the English transitional class. A redesign is taking place so there will be a bridge between the two. Ms. Kuberski is also working with faculty on assessment and more faculty engagement. Two faculty are going to the Higher Learning Commission's assessment workshop in October.

Ms. Janssen is a member of the Stephenson County Unified Command group that meets monthly. Highland has partnered with the group to host a multi-agency resource center for flood victims, sponsored by the American Red Cross. The RSVP program is very involved in emergency response. Mr. Hood noted that Ms. Janssen's focus on emergency response has been heightened.

Mr. Hood thanked Ms. Ferguson for the work on recent searches, which have yielded great hires. Ms. Ferguson reported that the College is currently advertising for an academic advisor for Project Succeed.

Mr. Hood commended all who have helped continue bridging the gap between Student Services and Academic Services. Ms. Gerber reported that math remediation was a key component of the last strategic plan and the advisors are making sure students are accurately placed. A B4U Test class and Fast Forward, a two-week program in the Summer, help students prepare for the placement test. The College looked at ACT cutoff scores and made adjustments. Multiple measures were implemented to place students in math, and the College is working on a pilot program at Freeport High School for students to take 058 and 059. Over the years, the College has worked with high schools to try to align their math courses with college level courses and has seen a bit of an improvement in the percentage rates of people testing into remedial math. Testing has also been moved to the Testing Center. Staffing was changed in the Math Achievement Center from a part-time coordinator to a full-time coordinator. The College will continue to link all progress with strategic plan goals. Highland will be partnering with VOICES for a confidential advisor who will be on campus two hours per week. Ninety-five (95) students walked in to enroll on the first day of classes, and Ms. Gerber is hoping this will have an impact on enrollment numbers. Our start of the academic year is not aligned with high schools so dual credit enrollments will not be included in 10th day enrollment reports.

Mr. Hood reported that it is just as important to take care of our current students as new students. He has been involving students in planning and ad hoc groups. A new campaign has begun in concert with Mass Communication to record stories of both current and past students. Mr. Hood felt like this Opening Days was probably the best one since he came here, with more engagement of faculty and staff. There were many exciting conversations at the social event at Eilert's. Mr. Hood continues to meet with Mr. Jeff Reinke, new Executive Director of the HCC Foundation, to continue to build friends and cultivate relationships. The Foundation will also be welcoming former trustee Mr. Rob Urish as the president of the Highland Community College Foundation board. In the last week, Mr. Hood has been in contact with a family who is considering donating five acres in Cherokee Hills to the College. Mr. Hood concluded his remarks by noting that our success and momentum has afforded the College to fill vacant positions.

At 5:24 p.m., the Chairperson declared a recess; the meeting resumed at 5:35 p.m.

CLOSED SESSION

Mr. Shockey 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 against an employee of the public body or against legal counsel for the public body to determine its validity, 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: Jennings, Musser, Groezinger, Gallagher, Endress, Block,
J. Endress, A. Endress
NAYS: None

At 5:37 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Musser, Groezinger, Gallagher, Shockey, Block, Jennings, A. Endress
NAYS: None

At 7:03 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. Salary Amendment to Coordinator, Nursing Program and Lab Appointment
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve amending Ms. Alicia Kepner's annual FY18 salary to \$51,163, plus appropriate fringe benefits, beginning August 10, 2017. The Board of Trustees approved Ms. Kepner's appointment to the Coordinator, Nursing Program and Lab position at the July 18, 2017 regular Board meeting. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, Jennings,
Musser, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

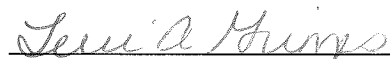
DATES OF IMPORTANCE

The next regular Board meeting will be combined with the quarterly Board retreat and will be held on Wednesday, September 13, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 7:04 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