

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. Jim Endress, Chairperson, at 4:04 p.m. on May 21, 2020, 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 physically present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger (departed 5:36 p.m.), and Mr. Shawn Boldt

The following members attended virtually: Dr. Steve Jennings and Mr. Blake Musser

The following members were absent: Mr. David Shockey

Also physically present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Mr. Pete Fink, Director of IT (departed 5:07 p.m.; returned 5:46 p.m.); and, Ms. Terri Grimes, Board Secretary

Also attending virtually: Ms. Elizabeth Gerber, Vice President, Student Development & Support Services; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Karen Brown, Director of Human Resources (arrived 4:22 p.m.; departed 5:07 p.m.; returned 5:46 p.m.); Mr. Alan Nowicki, Faculty (departed 4:42 p.m.; returned 4:58 p.m.; departed 5:07 p.m.; returned 5:46 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics (departed 5:07 p.m.; returned 5:46 p.m.); family members of Ms. Kuberski, including Mr. Paul Kuberski (departed 5:07 p.m.; returned 5:46 p.m.); Ms. Mara Kuberski (arrived 4:42 p.m.; departed 5:07 p.m.; returned 5:46 p.m.); Ms. Desiree Kuberski (arrived 5:46 p.m.); Mr. Josh Kuberski (arrived 4:56 p.m.; departed 5:07 p.m.; returned 5:46 p.m.; departed 5:58 p.m.); Mr. Zach Kuberski (arrived 5:46 p.m.; departed 5:59 p.m.); and, Ms. Katie Roush (arrived 5:46 p.m.; departed 5:59 p.m.); Deputy Erin Korte, Stephenson County Sheriff's Department (arrived 4:19 p.m.; departed 5:07 p.m.; returned 5:46 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:07 p.m.; returned 5:46 p.m.); Ms. Karla Giuffre, Faculty (departed 5:07 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:07 p.m.; returned 5:46 p.m.); Mr. Pete Norman, Director, Athletics and Physical Education (departed 5:07 p.m.; returned 5:46 p.m.); Ms. Melissa Johnson, Early Childhood Education Coordinator (arrived 4:03 p.m.; departed 4:34 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:52 p.m.); and, one attendee identified only by first name Steve (departed 4:30 p.m.)

APPROVAL OF AGENDA

Mr. Block moved and Ms. Groezinger seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Boldt moved and Mr. Musser seconded the motion to approve the minutes of the April 23, 2020, special meeting and the April 30, 2020, special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Mr. Alan Nowicki, faculty member, made public comments. He provided an update on the energy production from the solar array for the period of April 2019 through March 2020, noting that the College produces an average 15 MWh per month on good months, and five MWh during less sunny months. Overall, the array produced approximately 122.06 MWh in the first year, reducing carbon dioxide emissions by 222,100 pounds, which is the equivalent to planting over 1,675 trees. The College received a ComEd rebate of \$25,000 and signed a contract for Solar Renewable Energy Credits (SRECs) for 15 years' production to be paid in the first four years. The College has saved approximately \$10,000 on energy bills and is on track to meet an eight-year payback for the \$200,000 investment. He suggested that the College could take additional advantage of SRECs by installing more panels, such as a 300-kW array, which would be over three times the current array.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen provided an update on the budget, noting that the budget is a challenge due to COVID-19. She has been tracking budget implications as a result of the pandemic and submitting a weekly report to the Illinois Community College Board. The College has had \$155,000 in additional expenses due to the pandemic, as well as approximately \$148,000 in lost revenue. For FY21, using an estimated enrollment decline of about 20% for Summer and Fall courses plus the waiving of certain fees, the revenue loss could be about \$750,000. In the FY21 budget building process, Ms. Janssen projected a 20 percent reduction in State funding and flat equalized assessed valuations (EAVs). What had been an almost balanced budget would become a deficit budget of about \$695,000 using the same expense assumptions that were in place in March when trustees discussed tuition at the retreat. The current proposal for funding the community college system is flat for FY21. Enrollment patterns are likely to be different this year, which will make it difficult to estimate tuition revenue until closer to the permanent budget. Ms. Janssen will not know the impact on property values until this time next year, and she will be using the years following the 2008 recession as a guide for making estimates for upcoming years. As she receives input from budget managers, she will have a more detailed look at the resources being requested. Budget managers have been told to expect that we will need to make changes to the budget using processes that have been helpful in past years. A large part of the CARES Act funding went to students, and over 700 checks were mailed out totaling over \$325,000. Students who qualified for the funding were degree-seeking, enrolled in the Spring semester, met the requirements for FASFA, Title IV eligible, and met their Standards of Academic Progress (SAP) in the Spring semester. Full-time students received \$600, while part-time students received \$300. Students may still complete the 19-20 FASFA until June 30, and if they are Title IV eligible, they will receive funds. The College also

allocated \$20,000 to an application process if students need additional grant funds. Ms. Janssen has talked with other chief financial officers, as well as the College's auditors regarding how the other portion of the CARES Act funding may be spent, which includes expenses for items such as technology, anything used to educate students, and salaries related to staff who have not worked. Mr. Block asked if the College received the Monetary Award Program (MAP) funding, and Ms. Janssen reported that the College has received the Spring funding.

FOUNDATION REPORT

Mr. Jeff Reinke provided the Foundation report. The Foundation board met last Thursday with approximately 30 attending virtually. During the meeting, highlights of the Jay Angeletti report were presented, which focused on a comprehensive fundraising campaign for the College. Mr. Reinke noted that there is a lot of potential moving forward, and he and Mr. Angeletti discussed potential steps and the College's needs. He stated that a lot depends on where the College goes with COVID-19 and how quickly things may be wrapped up after everything is back to more normal. Corporate asks have been delayed at this time due to the pandemic, and Mr. Reinke has heard that now is not the time to ask for donations and support. The Foundation budget has taken a "hit" of approximately \$100,000 due to the pandemic, and gifts will be deferred to 2020/2021. He is currently reaching out to schedule donor meetings in the next six to eight weeks, which will have an effect on 2020. The Foundation golf outing is currently rescheduled for September 11, but that will depend on where the State is at with the stay-at-home order. If the event cannot be held, the focus will be on 2021. The Foundation has introduced a *Highland Horizon* newsletter, which will be used to make appeals and teach the community about key information pertinent to the College and giving. Mr. Reinke believes that during this time, the number one thing to do is stay in communication with donors. The Legacy Gala is scheduled for May 8, 2021, and the Gala Committee will meet in June. Ms. Chris Urish is the chair of the Gala, and an event coordinator has been hired. Mr. Reinke has been reviewing the Foundation's Heritage Society, which currently has about 30 members. He concluded his remarks by noting that an alumni appeal has been introduced, with \$12,000 in gifts received, including many from new donors.

CONSENT ITEMS

A. Academic

1. "HCC-RU Collaboration" Memorandum of Understanding Between Rockford University and Highland Community College
Recommendation: That the Highland Community College Board of Trustees approves the "HCC-RU Collaboration" Memorandum of Understanding, as presented, between Highland Community College (HCC) and Rockford University (RU), designed to help the College recruit excellent undergraduates who wish to earn their bachelor of science in business management (BSMS) degree from Rockford University.
2. Memorandum of Understanding for the Academic Articulation Agreement Between Highland Community College and Lewis University
Recommendation: That the Highland Community College Board of Trustees approves the Memorandum of Understanding, as presented, for academic articulation from the Associate of Applied Science degrees in Emergency Medical Services and Medical

Assistant program at Highland Community College to the Bachelor of Arts in Healthcare Leadership degree at Lewis University.

3. Articulation Agreement Between Highland Community College and National Louis University
Recommendation: That the Board of Trustees approves the new articulation agreement between Highland Community College and National Louis University, as presented.
4. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Jo Daviess Carroll Career Technical Education Academy (CTE Academy)
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Jo Daviess Carroll Career Technical Education Academy (CTE Academy) to be used for the Linking Talent with Opportunity (LTO) grant.
5. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Byron School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Byron School District to be used for the Linking Talent with Opportunity (LTO) grant.

B. Administration (None)

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 Spring of 2020.
2. Revised Job Description: Receiving/Shipping/Warehouse Clerk
Recommendation: That the Board of Trustees approves the revised job description for Receiving/Shipping/Warehouse Clerk, as presented. This is a full-time, non-exempt classified, union position.
3. Revised Job Description: Academic Technology Resources Assistant
Recommendation: That the Board of Trustees approves the revised job description for the Academic Technology Resources Assistant, as presented.

D. Financial (None)

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

AYES: Block, Endress, Jennings, Musser, Groezinger, Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. **New Program: Medical Assistant Certificate**
Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the new Medical Assistant Certificate program, as presented. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **New Program: Early Care and Education Certificate**
Ms. Groezinger moved and Mr. Musser seconded the motion to approve the new Early Care and Education Certificate, as presented. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Boldt, Block, Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. **Approval of Additional Vacation Carryover for Eligible Classified, Professional, and Administrative Staff Due to the COVID-19 Pandemic**
Mr. Boldt moved and Ms. Groezinger seconded the motion to approve a one-time vacation carryover into FY21 for eligible classified, professional, and administrative

staff due to the COVID-19 pandemic. These days will not be automatically converted to sick leave. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Boldt, Block, Endress, Jennings
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – New Policy 5.80: Preparing and Updating Disclosures
Mr. Block moved and Ms. Groezinger seconded the motion to approve for first reading new policy 5.80, Preparing and Updating Disclosures, which is recommended for inclusion in Chapter V, Finance, of the Policy Manual. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Block, Endress, Jennings, Musser
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Appointment of Auditor for Fiscal Year 2020
Dr. Jennings moved and Mr. Boldt seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2020 at a cost not to exceed \$47,900. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

AYES: Boldt, Block, Endress, Jennings, Musser, Groezinger
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from the Auxiliary Fund to the Operating Fund to Support Mass Communication Program
Ms. Groezinger moved and Mr. Block seconded the motion to approve the transfer of \$675.00 from the Auxiliary Fund to the Operating Fund to support the Mass Communication department. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Groezinger, Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre
Mr. Block moved and Mr. Boldt seconded the motion to approve the transfer of \$18,325.17 from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Block
 NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Resolution Approving Loan in an Amount Not to Exceed \$4,000,000 from the Working Cash Fund and Authorizing the Treasurer to Transfer Such Funds to the Education Fund

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution approving a loan in an amount not to exceed \$4,000,000 (four million dollars) from the Working Cash Fund and Authorizing the Treasurer to transfer such funds to the Education Fund. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Boldt, Block, Endress
 NAYS: None

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

5. Health Insurance Rates

Mr. Boldt moved and Mr. Musser seconded the motion to establish the following monthly rates for medical, dental, and vision insurance during FY21 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 834.48	Retiree Only	\$ 834.48
Family Plan	\$2,086.19	Retiree with Family Plan	\$2,086.19

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 734.34	Retiree Only	\$ 734.34
Family Plan	\$1,835.85	Retiree with Family Plan	\$1,835.85

Medical (Blue Cross Blue Shield PPO Co-Pay Plan):

Employee Only	\$ 724.41	Retiree Only	\$ 724.41
Family Plan	\$1,811.02	Retiree with Family Plan	\$1,811.02

Dental (Blue Cross Blue Shield):

Employee Only	\$ 29.56	Retiree Only	\$ 29.56
Employee + Spouse	\$ 60.13	Retiree + Spouse	\$ 60.13
Employee + Child(ren)	\$ 62.08	Retiree + Child(ren)	\$ 62.08
Family Plan	\$ 110.85	Retiree with Family Plan	\$ 110.85

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

The roll call on the motion was as follows:

AYES: Musser, Groezinger, Boldt, Block, Endress, Jennings
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Approval of 2020 Primary Engineer Renewal Quote from Concensus Technologies, LLC for Micro Focus Maintenance, Support, and Consulting Services
Dr. Jennings moved and Mr. Musser seconded the motion to approve the 2020 Primary Engineer Renewal quote from Concensus Technologies, LLC, as presented, for the continued maintenance, support, and consulting service for the Micro Focus products used by the College at a cost not to exceed \$33,600 per year (\$2,800 per month). The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Block, Endress, Jennings, Musser
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Payment of Bills and Agency Fund Report – February 2020
Mr. Musser moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2020 bills, including Board travel, in the amount of \$387,341.02, Automated Clearing House (ACH) debits W0000579 through W0000583 amounting to \$22,754.89, Other Debits D0000101 amounting to \$48.59 and Electronic Refunds of \$43,826.15, with 7 adjustments of \$153.74, such warrants amounting to \$453,816.91. Transfers of funds for payroll amounted to \$593,373.14. The roll call on the motion was as follows:

AYES: Boldt, Block, Endress, Jennings, Musser, Groezinger
NAYS: None

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

8. Payment of Bills and Agency Fund Report – March 2020
Mr. Musser moved and Mr. Block seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the March 2020 bills, including Board travel, in the amount of \$1,094,086.47, Automated Clearing House (ACH) debits W0000584 through W0000589 amounting to \$81,241.43 and Electronic Refunds of \$178,796.49, with 8 adjustments of \$2,561.93, such warrants amounting to \$1,351,562.46. Transfers of funds for payroll amounted to \$587,562.78. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Groezinger, Boldt
NAYS: None

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

9. Payment of Bills and Agency Fund Report – April 2020

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2020 bills, including Board travel, in the amount of \$953,014.06, Automated Clearing House (ACH) debits W0000590 through W0000594 amounting to \$7,578.12 and Electronic Refunds of \$40,991.32, with 7 adjustments of \$1,045.96, such warrants amounting to \$1,000,537.54. Transfers of funds for payroll amounted to \$595,847.48. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Block
NAYS: None

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

Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance

Mr. Block expressed his appreciation to Ms. Janssen for the budget report, noting that although the figures are alarming, it is too early to panic. He encouraged Ms. Janssen to continue to update trustees as things continue.

Audit & Finance Committee Chair

Mr. Shockey reported that the committee has not met since meeting with the auditor in March to prepare for the FY20 annual audit.

Presidential Annual Review Committee

There was no report.

ICCTA Representative

Mr. Endress reported that ICCTA met virtually on April 29, which was supposed to be Lobby Day. There was not a lot to report from the legislative counsel. There are two people running for three ICCTA officer positions, and a call has been put out for candidates for secretary. The "Trustee Talk" session was held last Friday, which Mr. Endress and Ms. Groezinger were unable to attend. The ICCTA annual convention will not take place in June, and ICCTA is looking to reschedule the event for the second weekend in September in Springfield. Ms. Groezinger sat on the panel to judge the ICCTA award nominations, and she expressed her disappointment that the College did not submit nominees for all awards.

Board Chair

Mr. Endress has been spending a lot of time working on Highland items, and he is proud of the institution. He noted that the College is doing a lot of really good things despite "bizarre times," and there is a lot of really good work going on.

Administration

Ms. Kuberski reported that assessment meetings and Assurance Argument (A-Team) meetings picked up again at the end of April. The A-Team attended Higher Learning Commission (HLC) criterion webinars regarding writing evidentiary statements. Dr. Chelsea Martinez is the faculty lead working one-on-one with the criterion teams. She has taken the evidence identified by the five teams and compiled it into a color-coded document to see the overlap in evidence. Ms. Kuberski feels good about where the College is at with preparing for the Assurance Argument report submission. Each criterion team will create their internal time line in order for the report to be submitted to HLC in August or September next year in preparation for HLC's October 2021 visit. The College has received portability from the Illinois Community College Board for three Transitional Math pathways, which means the credit will be able to "travel" with the students to their next institution and will reduce remediation. Durand, Stockton, Pearl City, and Forreston high schools will begin offering Transitional Math in the Fall, which brings the total number of participating high schools up to nine. Plans are continuing to move the Math Achievement Center and Transitional Math to the Math department in the Fall. Work on Transitional English will also begin in the Fall.

Ms. Janssen reported that the Emergency Operations Team (EOT) meets weekly and has been organized into four or five groups/teams working toward identified milestones using the Restore Illinois document as a framework. Ms. Janssen is reviewing the Rebuild Illinois grants to see if the College might be eligible for funding under that program. Mr. Hood expressed his thanks to Ms. Janssen for the work on the EOT, which is an extraordinary team effort.

Mr. Anderson expressed his appreciation to faculty and staff for their creativity and desire to do a good job during the pandemic.

Ms. Gerber commended the institution and the Student Services team for their work. Multiple measures have been expanded for placement for Fall. Quick Start has experienced some success with an increase of 60 students over last year and a 100 percent increase in traditional graduates from high school. Quick Start events have been completed, and staff are reenrolling current students and reaching out to students. Mr. Hood noted that, during the pandemic, advisors have been meeting with students virtually on nights and weekends, which is quite commendable. Ms. Gerber also reported that Ms. Sam Schaible has been holding remote "Get Ready" Zoom meetings, which includes information on how to go through the enrollment process virtually. Mr. Hood reported that the General Assembly is convening a three-day session to approve a spending plan, adjust spending levels, and pass a COVID-19 response package. He commended the Mass Communication department for the graduate recognition video and thanked everyone who contributed to it. The Graduation Committee is working on a delayed ceremony in August, which should be able to be announced in early June. It is heartwarming to see how the campus community has come together.

Strategic Plan

Ms. Gerber reported that this month's strategic plan report is on faculty student engagement, noting that the Community College Survey of Student Engagement (CCSSE) and Survey of Entering Student Engagement (SENSE) are important in benchmarking. She reminded trustees that there is a crosswalk between the strategic plan goals and the Higher Learning Commission criterion.

CLOSED SESSION

Ms. Groezinger 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, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body, or against legal counsel for 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: Jennings, Musser, Groezinger, Boldt, Block, Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Endress explained that the public attendees through Zoom would remain in the meeting, with the video and audio muted, while the Board was in Closed Session. Mr. Pete Fink would update the public attendees from the Zoom chat during the Closed Session, as needed, and the video stream and meeting would resume following Closed Session.

At 5:07 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Musser, Boldt, Block, Endress, Jennings
NAYS: None

At 5:46 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, a Specific Individual Who Serves as an Independent Contractor in an Educational Setting, or a Volunteer of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

1. President's Contract

Mr. Musser moved and Mr. Boldt seconded the motion to approve the Resolution authorizing the approval of the Contract of Employment for the President, as presented. The roll call on the motion was as follows:

AYES: Boldt, Block, Endress, Jennings, Musser
NAYS: None

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

2. Appointment: Mathematics Instructor

Dr. Jennings moved and Mr. Block seconded the motion to approve the appointment of Mr. Mark Rasmussen as full-time, tenure track Mathematics Instructor in the Natural Science and Math Division beginning August 13, 2020, at a FY21 salary of \$86,192 (based on the FY19 faculty salary schedule at MA+36, with 12 years of experience), plus appropriate fringe benefits. Since the FY20/21 faculty union contract has not yet been negotiated, this salary is based on the FY19 salary schedule and is within the FY21 budget. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. 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

1. Memorandum of Understanding (MOU) Between Highland Community College and Highland Community College Faculty Senate. Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the Memorandum of Understanding (MOU), as presented, with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic, including a rollover of personal days for those covered under the current Custodial/Maintenance Council AFT/IFT Local 1957, as outlined in item 3 of the MOU. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Boldt, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Schmidt explained that a work group consisting of Ms. Schmidt, Ms. Gerber, Mr. Pete Norman, Ms. Beth Groshans, and Mr. Kurt Simpson looked at options for colors and logo for the new gymnasium floor. She showed a mockup of the floor with the new logo, which was designed

locally by Elliott Graphics. The gym will have white walls and ceiling. The painting is almost complete, and the air conditioning units have been installed. The floor and new bleachers are yet to be installed, but the contractors are on track to have the project completed by August 1. Mr. Boldt asked about the end zone words being flipped so that "Highland" is on the left side and "Cougars" is on the right side. Ms. Schmidt will go back to the work group to get clarification.

DATES OF IMPORTANCE

The next regular Board meeting is scheduled for June 23, 2020, at 4:00 p.m. The next quarterly Board retreat is scheduled for Thursday, June 11, 2020, at 8:30 a.m.

ADJOURNMENT

Mr. Block moved and Mr. Boldt seconded the motion to adjourn the special meeting. At 6:04 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