

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 4:10 p.m. on June 23, 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. David Shockey, Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger, and Mr. Shawn Boldt

The following members attended virtually: Dr. Steve Jennings

The following members were absent: Mr. Blake Musser

Also physically present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Mr. Pete Fink, Director of IT (departed 5:02 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. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:03 p.m.; returned 5:41 p.m.); Mr. Alan Nowicki, Faculty (departed 5:03 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics (departed 5:03 p.m.; returned 5:41 p.m.); Ms. Carol Wilhelms, Retired Faculty (departed 5:03 p.m.; returned 5:41 p.m.); Ms. Chrislyn Senneff, Faculty (departed 5:01 p.m.); Mr. Dan Dick, Foundation Major Gifts Officer (arrived 4:29 p.m.; departed 5:00 p.m.); Mr. David Esch, Faculty (departed 5:03 p.m.; returned 5:41 p.m.); Mr. Steve Mihina, Faculty (departed 4:32 p.m.); Ms. Jenna Skarlupka, Former Student (arrived 4:06 p.m.; departed 5:03 p.m.; returned 5:41 p.m.); Mr. Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts (arrived 4:07 p.m.; departed 4:59 pm.; returned 5:41 p.m.); Mr. Jim Yeager, Faculty (departed 5:03 p.m.; returned 5:41 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:03 p.m.; returned 5:41 p.m.); Ms. Julie Hartman-Linck, Faculty (arrived 4:05 p.m.; departed 4:33 p.m.; returned 4:45 p.m.; departed 5:03 p.m.); Ms. Juliet Moderow, Faculty (arrived 4:02 p.m.; departed 4:06 p.m.; returned 4:34 p.m.; departed 4:57 p.m.); Ms. Karla Giuffre, Faculty (arrived 4:01 p.m.; departed 4:58 p.m.; returned 5:48 p.m.); Ms. Kate Perkins, Faculty Senate President (departed 5:03 p.m.; returned 5:41 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:07 p.m.); and, one attendee identified as "G-Man" (departed 5:03 p.m.; returned 5:41 p.m.)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Ms. Groezinger seconded the motion to approve the minutes of the May 7, 2020, and May 21, 2020, Board meetings, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Ms. Jenna Skarlupka expressed concerns about the hiring process that recently took place for the College President. She stated that, while the Board's choice has degrees and experience, other institutions have named an interim while in the search process. She expressed concerns about the tax funds that are supporting the College, noting that she has heard from other students that they no longer want to attend Highland but will be going to Rock Valley College or Heartland Community College.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen reported that the Illinois Community College Board (ICCB) shared the State allocations last week, and Highland's unrestricted operating grants are about the same as last year at \$1,372,000. The unrestricted Career and Technical Education (CTE) grant amount has not been provided yet. Ms. Janssen noted that, while it is good news that our allocation remains level, the State budget includes reliance on uncertain federal aid and the implementation of the graduated income tax, which requires voter approval. Many colleges are including a contingency of at least 15% of their State allocation in their budget, in case the State is unable to pay. There is no information at this point on the Governor's Emergency Education Relief fund. Ms. Janssen received the final property tax computation report from Stephenson County. Overall, the four-county equalized assessed valuations increased by three percent. The FY20 budget included a 2.5 percent increase, and the slight difference amounts to about \$15,000 or 0.5 percent. The FY21 tentative budget will be included in the July Board packet. Ms. Janssen and her staff are working on the year-end close-out, and the auditors will begin their work in mid-July.

FOUNDATION REPORT

Mr. Jeff Reinke provided the Foundation report, stating that the deadline for scholarships was extended until June 1. There were over 1,100 scholarship applications, the most the Foundation has ever received. The Scholarship Awards ceremony may be held virtually this year due to COVID-19. The Foundation's annual golf outing is scheduled for September 11, and the Golf Committee will meet after July 4th. Mr. Reinke believes this year's outing will not look like it has in the past and that attendance will be down. If the outing cannot happen as scheduled, it will be rescheduled for June 2021. The Foundation Gala is planned for May 8, 2021. A volunteer committee has been set with Ms. Chris Urish serving as chair. Over \$13,500 was raised through the alumni appeal, and over 70 percent were first-time donors. The deadline for the appeal is June 30. The Corporate Partnership program is in its third year, and all solicitations have been pushed to June and July due to COVID-19.

Currently around \$50,000 has been raised, and several companies are increasing their commitments. Mr. Reinke hopes that the Corporate Partnership program can hit the \$100,000 mark. The third edition of the *Highland Horizon* newsletter was sent out the first week of June and highlighted Ms. Kuberski's appointment as President. A good response to the newsletter has been received.

CONSENT ITEMS

A. Academic

1. Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding Between Highland Community College and Career and Technical Education Consortium (CareerTEC)

Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Career and Technical Education Consortium (CareerTEC) 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 and Summer of 2020.

D. Financial

1. Course Fee Change for Spring 2021

Recommendation: That the following course fee change be approved beginning with the Spring 2021 semester.

Course	Current	Proposed
AGOC132 Landscape Design	\$100.00	\$ 49.00

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. **Second Reading – New Policy 5.80: Preparing and Updating Disclosures**
Mr. Block moved and Mr. Shockey seconded the motion to approve for second 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: Endress, Jennings, Groezinger, Boldt, Shockey, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **Master Services Agreement with U. S. Bank National Association**
Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the President and Vice President of Administrative Services to enter into the Master Services Agreement, as presented, with U.S. Bank National Association. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. **Appointment: Student Advisor**
Mr. Block moved and Ms. Groezinger seconded the motion to approve the appointment of Ms. Beth Groshans as full-time Student Advisor beginning June 22, 2020, at a FY21 salary of \$43,102, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. **Appointment: Student Advisor**
Mr. Block moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Amanda Venhuizen as full-time Student Advisor beginning July 13, 2020, at a FY21 salary of \$38,554, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Appointment: Student Advisor/Transfer Coordinator

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Vicki Schulz as full-time Student Advisor/Transfer Coordinator beginning June 29, 2020, at a FY21 salary of \$48,475, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Intercollegiate Athletic Insurance

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the College President to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$38,624. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Property and Liability Insurance

Mr. Shockey moved and Mr. Boldt seconded the motion to approve the College President to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$126,366. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Student Fee to Partially Fund the Implementation of Mandates Outlined in the Illinois Mental Health Early Action on Campus Act

Dr. Jennings moved and Mr. Shockey seconded the motion to approve a student fee of \$5.00 per semester, effective with the Spring 2021 semester, in order to partially fund the implementation of mandates outlined in the Illinois Mental Health Early Action on Campus Act, which is effective July 1, 2020. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Payment of Bills and Agency Fund Report – May 2020

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the May 2020 bills, including Board travel, in the amount of \$689,790.86, Automated Clearing House (ACH) debits W0000595 through W0000599 amounting to \$8,102.46, and Electronic Refunds of \$3,954.05, with 8 adjustments of \$5,883.70, such warrants amounting to \$695,963.67. Transfers of funds for payroll amounted to \$626,386.07. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Shockey, Block, Endress, Jennings
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
There was no additional report.

Audit & Finance Committee Chair

Mr. Shockey reported that the Audit & Finance Committee will meet on Thursday, July 23, at 3:30 p.m.

Presidential Annual Review Committee

The committee has not met.

ICCTA Representative

Mr. Endress reported that ICCTA met virtually and elected and installed new officers. The new ICCTA President is Mr. Gregg Chadwick. ICCTA is hoping to hold their annual meeting the second weekend in September. The ICCTA Executive Committee met to discuss the survey results on the performance of ICCTA Executive Director Mr. Jim Reed. Although Mr. Endress was unable to attend the meeting, he reported that the results of the survey were favorable and Mr. Reed has done an admirable job. Mr. Reed contacted Mr. Endress to confirm that it is Highland's turn to be the Northwest Region representative on the Executive Committee.

Board Chair

Mr. Endress continues to represent the Board on the negotiations committee, and he has been following up on items from Mr. Hood, Ms. Kuberski, and Ms. Grimes.

Administration

Ms. Kuberski is working with Human Resources to schedule listening sessions regarding diversity and inclusion and events happening nationwide. She plans to offer informal meetings with small groups of nine people plus herself to hear from people. Additional meetings will be scheduled, if

needed. She will also provide an opportunity for students in the Fall. The Chief Academic Officers' retreat is being held via Zoom today and tomorrow, and one topic is diversity, which gave Ms. Kuberski insights and ideas on how she might shape the listening sessions. A meeting will be held with faculty on July 7 to discuss Illinois Phase 4 and to provide information for plans and modalities for Fall. Ms. Kuberski is working with the Faculty Resource Team subgroup of the Emergency Response Team, and at this point, she is awaiting ICCB's recommendations for Fall. The Illinois Articulation Initiative (IAI) has approved online options for science labs and other classes not normally allowed to be online through Spring 2021.

Ms. Janssen reported that ICCB released Phase 4 guidelines earlier this afternoon. A lot of time and effort has been spent to make sure the College is in compliance with the Illinois Department of Public Health (IDPH), Centers for Disease Control and Prevention (CDC), etc. She hopes to get the information out this afternoon.

Mr. Anderson reported that about 16 people have signed up for Ed2Go classes, and hopefully more will take advantage of the offer. He expressed his appreciation to faculty who made sure the students were able to finish up the Spring semester. There will be online options for Fall Lifelong Learning classes.

Ms. Gerber announced that there are good things that have been learned about remote and virtual learning, and she is trying to make sure the main virtual services continue when students return.

Mr. Hood thanked faculty, staff, and trustees for all they do and have done. He noted that the last nine and one-half years have been among the best professional experiences in his career because of those with whom he has served. He stated that the College is in good hands, and the College has among the best faculty, staff, trustees, and community members in the state. He concluded his remarks by thanking everyone for the blessings he has had here.

Strategic Plan

Ms. Gerber reported that Core Cabinet discussed this month's strategic plan report on the General Education Core Curriculum (GECC). She reported that Cabinet members discussed that it is difficult to advertise the GECC because classes fill quickly.

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, 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; 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, the semiannual review of all Closed Session 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: Boldt, Shockey, Block, Endress, Jennings, Groezinger
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 5:03 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:41 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

No action was necessary.

- 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

No action was necessary.

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

Mr. Block moved and Mr. Shockey 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: June 19, 2018; July 17, 2018; August 2, 2018; August 15, 2018; September 5, 2018; September 18, 2018; October 16, 2018; November 20, 2018; and, December 5, 2018. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Vice President/Chief Academic Officer Position

Ms. Kuberski reported that the draft of the job description for the Vice President/Chief Academic Officer (CAO) position has changed in wording and to be more measurable. This will be presented to trustees for approval at the July regular meeting. Trustees should provide feedback to Ms. Kuberski, or if they would like the feedback shared with trustees, they should contact Ms. Grimes. A search committee will be named and will include the Faculty Senate President and two faculty members, Deans, Ms. Gerber, Ms. Karen Brown, and the Transfer Coordinator. The committee would also help create an ad and brochure. Ms. Kuberski anticipates the committee becoming active in the Fall semester, with review of applications in September, for a January 1 hire date. There will be a day of opportunities for faculty to meet with individuals, as well as other group meetings and an open session. Core Cabinet will also meet with candidates over lunch.

There was no other old business.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The Audit & Finance Committee will meet on July 23, 2020, at 3:30 p.m. The next regular Board meeting is scheduled for July 28, 2020, at 4:00 p.m. and will be preceded by a budget work session at 3:00 p.m. The next quarterly Board retreat is scheduled for Wednesday, September 9, at 1:00 p.m., with lunch available at 12:30 p.m.

ADJOURNMENT

Mr. Block moved and Mr. Shockey seconded the motion to adjourn the meeting. At 5:53 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