

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

Prior to the meeting, trustees were offered the opportunity to see the renovations to the Larry F. Kahl Gymnasium.

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 4:11 p.m. on August 25, 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. Jim Endress, and Mr. Shawn Boldt (arrived 4:23 p.m.)

The following members attended virtually: Dr. Steve Jennings and Ms. Pennie Groezinger

The following members were absent: Mr. Doug Block, and Mr. Blake Musser

Also physically present: Ms. Chris Kuberski, President; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Pete Fink (departed 4:43 p.m.; returned 5:08 p.m.); and, Ms. Terri Grimes, Board Secretary

Also attending virtually: Mr. Jim Phillips, Interim Vice President, Academic Services/CAO; Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Mr. Jim Yeager, Faculty (departed 5:22 p.m.); Mr. Pete Norman, Director, Athletics & Physical Education (departed 4:40 p.m.); Mr. Joe Grove, Faculty (departed 4:43 p.m.; returned 5:08 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:43 p.m.; returned 5:08 p.m.); Ms. Karen Brown, Director, Human Resources (departed 4:43 p.m.; returned 5:08 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 4:22 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 4:43 p.m.; returned 5:08 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:43 p.m.); and, Mr. Steve Mihina, Faculty (departed 4:40 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

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the minutes of the July 23, 2020, Audit & Finance Committee meeting, as presented. Dr. Jennings referred to the first paragraph on page three of the minutes and asked if the media had been informed of the

approval of the faculty contract, and Ms. Kuberski reported that the media were informed. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen reminded trustees that the replacement of the gymnasium floor, bleachers, and entrances to the gym were a Protection, Health, and Safety (PH&S) project for the 2019 tax levy (FY20), and the air conditioning project was a bond project. For tax levy year 2020, the larger PH&S projects include the removal and replacement of the auxiliary gym floor and the theatre rigging, communication, and lighting systems, while other smaller projects include security camera updates and the asbestos removal portion of the bond-funded Natural Science lab improvements. The FY20 audit is in process and a draft should be ready in September. A few adjustments have been made by the auditors that impact the June 30 Auxiliary Fund and the Operations & Maintenance Fund, but for the most part, the reports in the Board packet reflect the June 30, 2020, results for each fund. The FY21 budget is being finalized. The College has submitted plans for use of the Governor's Emergency Educational Relief (GEER) funds, which include student services, tutoring, and a summer student debt relief plan. The amount of GEER funds allocated to the College is about \$173,000, and the funds will be included in the FY21 budget.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that the Foundation has exceeded the previous total for corporate partnerships, having raised \$109,000. The Leadership Golf Outing is scheduled for September 11. The event will be maxed out at 144 golfers, and Mr. Reinke expects the outing to be successful. He invited trustees and the leadership team to meet the corporate partners at the event. Registration begins at 9:00 a.m., with the event starting at 10:00 a.m. This year there will not be an auction or reception due to COVID-19. The Gala committee will meet the middle of September.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Durand School District #322 for the 2020 – 2021 Academic Year (FY21)
Recommendation: That the Board of Trustees approves the CollegeNOW

agreement, as presented, for qualified students attending Durand School District #322 for the 2020 – 2021 academic year (FY21).

B. Administration

1. Appointment of Assistant Local Election Official

Recommendation: That the Highland Community College Board of Trustees approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, Local Election Official, is not available during the filing period. The filing period will be December 14 – 21, 2020, from 8:00 a.m. to 5:00 p.m.

C. Personnel (None)

D. Financial (None)

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

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

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

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Submission of Facilities Master Plan to the Illinois Community College Board (ICCB)

Mr. Shockey moved and Dr. Jennings seconded the motion to authorize the submission of an updated Facilities Master Plan to the Illinois Community College Board (ICCB). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Descriptions: Cafeteria Assistant, Cafeteria Assistant Manager, Cafeteria Manager

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the revised job descriptions for the Cafeteria positions. The Cafeteria Assistant and Cafeteria Assistant Manager are part-time, non-exempt classified positions. The Cafeteria Manager is a full-time exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Temporary Full-time Medical/Nursing Assistant Instructor

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Amanda Lessman as a temporary full-time Medical/Nursing Assistant Instructor in the Nursing and Allied Health division beginning August 17, 2020, at a FY21 salary of \$50,124 (based on FY21 faculty salary schedule at BA, with 22 years of experience), plus appropriate fringe benefits. The assignment will end May 22, 2021. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

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

Mr. Shockey moved and Mr. Boldt seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the transfer of funds from Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$35,000 to support future campus deferred

maintenance, repairs, and improvements. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Mr. Shockey moved and Dr. Jennings 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 \$140,989.79 for FY20, 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: Groezinger, Boldt, Shockey, Endress, Jennings
NAYS: None

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

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

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the July 2020 bills, including Board travel, in the amount of \$1,159,213.82, Automated Clearing House (ACH) debits W0000606 through W0000608 amounting to \$6,394.16, and Electronic Refunds of \$20,614.21, with 3 adjustments of \$276.00, such warrants amounting to \$1,185,946.19. Transfers of funds for payroll amounted to \$827,548.58. The roll call on the motion was as follows:

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

ICCTA Representative

Mr. Endress reported that he did not attend the ICCTA Executive Committee retreat due to the recent storm and required cleanup. ICCTA has cancelled the annual conference and awards

banquet. The next ICCTA meeting will be held in Springfield, with Presidents' Council meeting virtually. The ICCTA meeting will include a morning roundtable, seminar on trustee election processes, and committee reports on Friday, and the Executive Committee and board meeting on Saturday.

Board Chair

There was nothing new to report.

Administration

Ms. Gerber reported that there were 293 student logins and 134 unique students for the online orientation as of the end of the first week of classes.

Mr. Phillips reported that he will provide a written report in September. He thanked the faculty and staff of the academic services divisions for the start of the semester.

Ms. Kuberski reported that the efforts of Student Services, support staff, and faculty were evident in the start of the semester, and students seem comfortable. Zoom rooms have been made available on campus. Ms. Kuberski has been reviewing applications for the Vice President of Academic Services/CAO position, with 22 applications submitted as of today. Review of the applications will begin the first week of September. Campus Connection will be held this Thursday and every other week at 2:00 p.m. A consistent time has been scheduled so that perhaps there will be better attendance.

Strategic Plan

Ms. Gerber reported that Ms. Kathy Bangasser provided this month's strategic plan report.

CLOSED SESSION

Mr. Shockey moved and Mr. Boldt 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: Shockey, Endress, Jennings, Groezinger, Boldt
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 4:43 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:07 p.m., the Chairperson declared the motion carried and the Closed Session ended.

It was clarified that, at this time, Governor J.B. Pritzker's executive order continues to allow trustees to attend board meetings virtually.

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

1. Memorandum of Understanding (MOU) for Fall 2020 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 Ms. Groezinger seconded the motion to approve the Memorandum of Understanding (MOU), as presented, for Fall 2020 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, for Lab Courses AUTM 111 and AUTM 113, Due to the COVID-19 National Pandemic

Ms. Groezinger moved and Dr. Jennings seconded the motion to approve the Memorandum of Understanding (MOU) with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic, which establishes terms and conditions under which certain lab courses AUTM 111 and AUTM 113 will be completed and how the instructor will receive additional compensation for extra hours needed to comply with restrictions related to COVID-19. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business

NEW BUSINESS

Discussion of Potential Salary Increase for Administrative, Professional, and Classified Nonunion Staff

The Custodial/Maintenance Contract negotiations are about to wrap up, and Ms. Kuberski explained that last year, administrative, professional, and classified nonunion staff received a flat \$1,000 increase. A \$1,000 increase would have an approximate impact on the budget of \$59,000, while a one percent increase would equal \$32,000, and a two percent increase would equal \$64,000. A flat increase helps those who are on the lower end of the pay scale more. Per the contract approved with Faculty Senate, the employee portion of health insurance premiums will increase two percent, which will also apply to nonunion staff and likely to custodial/maintenance staff. Family health insurance premiums will go up about \$750 per year, so \$1,000 would address that increase. A two percent increase for the average employee would be around \$600. There are compression issues with both choices. Mr. Endress reported that last year he heard how appreciative people were of the increase. Ms. Kuberski reported that the health insurance increase will go into effect in September, and Ms. Janssen would like to know the budget impact of the potential salary increase at the retreat. A recommendation will be presented for approval at the September 9 quarterly Board retreat. Trustees should let Mr. Endress or Ms. Grimes know if they have a preference regarding a percentage increase or a flat \$1,000 increase.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on Wednesday, September 9, beginning at 1:00 p.m., with lunch available at 12:30 p.m. The next regular Board meeting is scheduled for

September 22, 2020, at 4:00 p.m., and the meeting will be preceded by a budget work session at 3:00 p.m.

ADJOURNMENT

Mr. Shockley moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 5:21 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