

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, rescheduled from July 28, 2020, was called to order by Mr. Jim Endress, Chairperson, at 4:01 p.m. on August 6, 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, Mr. Blake Musser, Ms. Pennie Groezinger, and Mr. Shawn Boldt

The following members attended virtually: Dr. Steve Jennings

The following members were absent: None

Also physically present: Ms. Chris Kuberski, President; Ms. Jill Janssen, Vice President, Administrative Services (departed 5:39 p.m.; returned 6:22 p.m.); Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 5:39 p.m.; returned 6:22 p.m.); Mr. Tim Zollinger, Attorney, Ward, Murray, Pace & Johnson; Mr. Steve Mihina, Faculty (departed 5:00 p.m.; returned 5:13 p.m.; departed 5:38 p.m.); Mr. David Esch, Faculty (departed 5:00 p.m.; returned 5:13 p.m.; departed 5:38 p.m.); Mr. Pete Fink (departed 5:00 p.m.; returned 5:13 p.m.; departed 5:16 p.m.; returned 5:38 p.m.; departed 5:40 p.m.; returned 6:22 p.m.); Mr. Brad Hart, Big Radio (arrived 6:38 p.m.); and, Ms. Terri Grimes, Board Secretary

Also attending virtually: Ms. Carol Wilhelms, Retired Faculty (departed 5:00 p.m.; returned 5:15 p.m.; departed 5:39 p.m.); Dr. Chelsea Martinez, Faculty (departed 4:46 p.m.); Mr. Chris Weaver, AFT/IFT Union Representative (departed 5:00 p.m.; returned 5:15 p.m.; departed 5:40 p.m.); Mr. Dan Rowe, Wipfli, LLC (departed 4:55 p.m.); Mr. Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts (departed 5:00 p.m.; returned 6:38 p.m.); Mr. Jim Yeager, Faculty (departed 5:00 p.m.; returned 6:38 p.m.); Mr. Joe Grove, Faculty (arrived 4:02 p.m.; departed 5:00 p.m.; returned 6:38 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:00 p.m.; returned 6:38 p.m.); Dr. Julie Hartman-Linck, Faculty (departed 5:00 p.m.); Ms. Juliet Moderow, Faculty (departed 5:00 p.m.; returned 6:40 p.m.; departed 6:45 p.m.); Ms. Karla Giuffre, Faculty (departed 5:00 p.m.); Ms. Karen Brown, Director of Human Resources (departed 5:00 p.m.; returned 6:38 p.m.); Ms. Leslie Schmidt, Director, Marketing and Community Relations (departed 5:00 p.m.; returned 6:38 p.m.); Mr. Paul Rabideau, Faculty (departed 4:54 p.m.; returned 6:38 p.m.); Mr. Sammy Ahmed, Faculty (departed 5:00 p.m.; returned 6:38 p.m.); Mr. Sam Fiorenza, Faculty (departed 5:00 p.m.; returned 6:38 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:55 p.m.); and, other attendees identified only by first name or location, including "Chemlab" (arrived 4:03 p.m.; departed 5:00 p.m.); "Jim" (departed 4:56 p.m.); and, "Robert" (departed 5:00 p.m.; returned 6:38 p.m.)

MOMENT OF SILENCE IN MEMORY OF MARK JANSEN

Mr. Endress asked for a moment of silence in memory of Mr. Mark Jansen, Director of Adult Education, who passed away in July. Mr. Endress expressed his sincere condolences to the family.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the minutes of the June 11, 2020, Board retreat, and the June 23, 2020, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

There was no additional information other than what was shared during the budget work session prior to the regular meeting.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that the Foundation has hit the \$100,000 mark in corporate partnerships, having currently raised \$100,500. The funds will be split between the Leadership Golf Outing and the Gala. Quite a few of the corporate partners increased their level of support. The Leadership Golf Outing is scheduled for September 11. The event will start at 10:00 a.m., and there will be no formal reception this year due to Restore Illinois Phase 4 guidelines. Mr. Reinke hopes to have 140 golfers participate in the golf outing, with seven foursomes having committed so far. Plans are moving forward with the Gala on May 8 at Wagner House, and someone has been selected to be recognized with the Legacy award. The first Gala Committee meeting will be held in September. The Case for Support is moving forward with Ms. Kuberski and leadership, and a transformational vision is being put together. The Foundation board meeting will be held on August 20, 2020, at the Freeport Public Library.

CONSENT ITEMS

A. Academic

1. Curriculum & Instruction Committee Report
Recommendation: That the report of the course and curriculum changes for the July 1, 2019, through June 30, 2020, period be approved, as presented.
2. Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Belvidere School District to be used for the Linking Talent with Opportunity (LTO) grant.
3. Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding Between Highland Community College and North Boone School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and North Boone School District to be used for the Linking Talent with Opportunity (LTO) grant.
4. Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding Between Highland Community College and Pecatonica School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Pecatonica School District 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 Pearl City School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Pearl City 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 Summer of 2020.

D. Financial (None)

Mr. Boldt moved and Mr. Musser 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, Shockey
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Articulation Agreement Between Northern Illinois University and Highland Community College

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Articulation Agreement, as presented, for the dual enrollment academic articulation from the Associate of Applied Science degrees in Nursing at Highland Community College to the Bachelor of Science in Nursing degree at Northern Illinois University. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Articulation Agreement Between Columbia College and Highland Community College

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the articulation agreement, as presented, between Highland Community College and Columbia College. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Articulation Agreement and Community College Education Service Agreement Between Highland Community College and the University of Phoenix

Mr. Block moved and Ms. Groezinger seconded the motion to approve the Articulation Agreement and Community College Education Service Agreement, as presented, for the concurrent enrollment academic articulation from the Associate of Applied Science degree in Nursing at Highland Community College to the

Bachelor of Science in Nursing degree at University of Phoenix. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Resolution to Adopt the State Universities Retirement System Deferred Compensation Plan

Mr. Block moved and Mr. Musser seconded the motion to approve the Resolution to Adopt the State Universities Retirement System (SURS) deferred compensation plan and the corresponding Employer Participation Agreement, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Vocal Music Instructor

Dr. Jennings moved and Mr. Musser seconded the motion to approve the appointment of Dr. Randal K. Haldeman as full-time, tenure track Vocal Music Instructor in the Humanities, Social Sciences, and Fine Arts Department beginning August 13, 2020, at a FY21 salary of \$104,263 (based on the FY19 faculty salary scheduled at PhD, with 19 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: Boldt, Block, Endress, Jennings, Musser, Groezinger
NAYS: Shockey

The vote being six ayes and one nay, the Chairperson declared the motion carried.

2. New Job Description: Men's Head Basketball Coach

Dr. Jennings moved and Mr. Musser seconded the motion to approve the job description for the Men's Head Basketball Coach, as presented. This is a part-time, seasonal position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Women's Head Volleyball Coach
Mr. Musser moved and Mr. Boldt seconded the motion to approve the revised job description for Women's Head Volleyball Coach, as presented. This is a part-time, seasonal position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description: Coordinator, Women's Athletics
Mr. Boldt moved and Mr. Shockey seconded the motion to approve the revised job description for the Coordinator, Women's Athletics, as presented. This is a full-time, exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. New Job Description: Vice President of Academic Services/Chief Academic Officer
Dr. Jennings moved and Mr. Musser seconded the motion to approve the new job description for Vice President of Academic Services/Chief Academic Officer, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Tentative Budget for Fiscal Year 2020
Mr. Shockey moved and Mr. Musser seconded the motion to approve the following Resolution regarding a Tentative Budget for 2020-2021 and setting the public hearing date thereon for September 22, 2020.

RESOLUTION: Be it resolved that the Tentative Budget, as presented, for the fiscal year 2020-2021 be conveniently made available for public inspection after this date through September 22, 2020, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

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

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

2. Service Provision Agreement Between Highland Community College and New Horizons Counseling Center for the Provision of Student Mental Health Services

Dr. Jennings moved and Mr. Block seconded the motion to approve the service provision agreement between Highland Community College and New Horizons Counseling Center for the provision of student mental health assessments, crisis counseling, consultation, and training at a rate of \$100.00/hour for a minimum of 10 hours per week and a maximum of 15 hours per week while classes are in session during FY21. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report – June 2020

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the June 2020 bills, including Board travel, in the amount of \$1,004,093.58, Automated Clearing House (ACH) debits W0000600 through W0000605 amounting to \$30,465.84, Other Debits D0000102 amounting to \$59.90, and Electronic Refunds of \$2,150.18, with 5 adjustments of \$2,028.00, such warrants amounting to \$1,034,741.50. Transfers of funds for payroll amounted to \$530,638.54. The roll call on the motion was as follows:

AYES: Boldt, Shockey, Block, Endress, Jennings, Musser,
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

Ms. Janssen reported that the College received a Rebuild Illinois grant in the amount of \$150,000. It was originally earmarked to be used for theatre improvements, but Ms. Janssen later learned that the grant had been intended for the agriculture structure. The theatre improvements will be funded with Protection, Health, and Safety funds.

Student Trustee

Mr. Endress noted that we currently do not have a Student Trustee. Ms. Gerber reported that Student Senate elections will need to be held and she is looking at how the Student Senate and Student Trustee elections could be done online.

Audit & Finance Committee Chair

Mr. Shockley reported that the Audit & Finance Committee met on July 23 with Mr. Dan Rowe of Wipfli. Mr. Rowe expects to have the results of the audit back by October.

ICCTA Representative

Mr. Endress reported that Mr. Jon Looney, Vice President of ICCTA, will hold a Trustee Talk tomorrow at noon focusing on what community colleges are planning for the Fall semester, and Mr. Endress noted that he does not believe Highland is doing anything unique. The ICCTA Executive Committee retreat will be held at Heartland Community College on August 14 & 15, which Mr. Endress plans to attend. It is the College's turn to be ICCTA's Northwest Region representative, so Mr. Endress will be the representative and a member of the ICCTA Executive Committee. No decisions have been made yet regarding ICCTA's annual meeting that had been rescheduled for September.

Board Chair

Mr. Endress reported that faculty negotiations have wrapped up, faculty have ratified the contract, and it is now up to trustees to ratify the contract. Mr. Endress has been staying in contact with Ms. Kuberski as she transitions into the President's role. He expressed his appreciation for all of her efforts and the efforts of all who have assisted with her transition, including faculty, staff, custodial/maintenance, and all employees. Opening Days, which will be held next Thursday and Friday, will be different than ever before. A maximum of 50 people will be allowed to attend in person in H-201. Trustees should let Ms. Grimes know if they would like to attend Opening Days in person.

Administration

Ms. Gerber reported that the TRIO-funded Student Support Services (Project Succeed) program, which focuses on student retention, was refunded for another five years at \$344,538, which appears to be a 20 percent increase. Congratulations to Mr. Anthony Sago and his team. Ms. Gerber reported that the program received all of its prior experience points, which is a terrific accomplishment. Ms. Groezinger also expressed her thanks to Mr. Sago and his team.

Mr. Anderson reported that the number of classes in Business and Technology has been reduced. There is a lot of activity scheduling classes and cleaning classrooms. In addition to the normal custodial staff, the College will be adding two full-time, temporary porters to clean the bathrooms, touch surfaces, railings, handles, and other areas throughout the day.

Ms. Janssen received the final plans for opening Highland's cafeteria this Fall, and safety measures are in place.

Ms. Kuberski expressed her gratitude to faculty and staff as everyone gets ready for students to return on August 17. Things are changing daily that cause some plans to be redone. Seats are being counted, classroom capacity reduced, and book orders and cleaning plans are changing. Dr. Misty Thruman presented information at a recent Campus Connection meeting, which showed that 30 percent of students are online this semester, 30 percent are attending virtually through Zoom with a part of the class in seat, and 30 percent are attending face-to-face, which are primarily labs and CareerTEC. The remaining students are registered for hybrid classes. Enrollment is still down about 11 percent, while other community colleges are down three to 30 percent. Ms. Kuberski believes the College will still see an uptick in enrollment as schools go online. Dual credit is still precarious due to the nuances with high schools, but many dual credit classes will still be offered. Ms. Kuberski held a third listening session on diversity and inclusion, and she hopes to work with Student Senate to offer a student session. She will then work with the Diversity Committee to put the things that she heard at the listening sessions into action. Opening Days will be different next week due to COVID-19. The Vice President of Academic Services/CAO search committee will begin work on the search for a new VP.

Strategic Plan

Ms. Gerber provided this month's strategic plan report on Early Alert, noting that when classes moved to being held remotely, this increased the number of Early Alert cases, which helped accomplish the strategic plan goal.

CLOSED SESSION

Mr. Musser moved and Ms. Groezinger 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, Block, Endress, Jennings, Musser, 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 5:00 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: Block, Endress, Jennings, Musser, Groezinger, Boldt, Shockey
NAYS: None

At 6:38 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. Appointment: Interim Vice President of Academic Services/Chief Academic Officer

Dr. Jennings moved and Mr. Block seconded the motion to approve the appointment of Mr. Jim Phillips as full-time interim Vice President of Academic Services/Chief Academic Officer (CAO) beginning July 29, 2020, and extending through December 31, 2020, for a stipend of \$5,000 over the length of this appointment, plus appropriate fringe benefits. Such salary shall be in conjunction with any other salary and benefits Mr. Phillips would be entitled to receive under his current position as Dean of Humanities/Social Sciences/Fine Arts. Mr. Phillips will continue to co-facilitate the Leadership Institute and Leadership Forum classes as a part of this appointment. This is an Administrative appointment and is necessary due to the vacancy resulting from the transition of the Executive Vice President to the President. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Groezinger, Boldt, Shockey,
Block
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 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate. Affiliated with AFT/IFT Local 1957 for Lab Course ELEC 293 Due to the COVID-19 National Pandemic

Dr. Jennings moved and Mr. Shockey 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, which establishes terms and conditions under which certain lab course ELEC 293 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: Jennings, Musser, Groezinger, Boldt, Shockey, Block,
Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Faculty Contract

Dr. Jennings moved and Mr. Musser seconded the motion to ratify the contract, as presented, with the Highland Community College Faculty Senate Local 1957 for Fiscal Years 2020 and 2021. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business

NEW BUSINESS

Mt. Carroll TIF District

Ms. Janssen received a letter from the Mayor of Mt. Carroll regarding renovations to the former Shimer College building and asking for the College's support to extend the life of the TIF district another 12 years. An item will be placed on the agenda for approval at a future Board meeting.

ACCT Conference

The Association of Community College Trustees (ACCT) is offering virtual attendance at a reduced fee for their Fall conference. The College has received a refund for the difference between the face-to-face conference registration and the virtual registration. Mr. Endress asked that trustees let Ms. Grimes know if they plan to attend the conference virtually.

Correspondence

Mr. Endress received an email from Mr. Dale Heinkle asking that the College consider naming the basketball court "The Pete Norman Court."

Election Day Closing

Ms. Kuberski reported that Governor JB Pritzker has declared that all K-12 and higher education institutions be closed on Election Day, November 3. Faculty, staff, and students will be given this additional day off so that it does not disrupt the academic calendar. If this is effective for additional years, it will be discussed by the committee that reviews the academic calendar.

DATES OF IMPORTANCE

Opening Days will be held on August 13 and 14. Trustees should let Ms. Grimes know as soon as possible if they plan to attend in person.

The next regular Board meeting is scheduled for August 25, 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. in room H-206. Lunch will be available at 12:30 p.m.

ADJOURNMENT

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 6:50 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