

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 4:02 p.m. on September 22, 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, Mr. Blake Musser, and Mr. Shawn Boldt

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

The following members were absent: Mr. David Shockey

Also physically present: Ms. Chris Kuberski, President; Mr. Pete Fink (departed 5:07 p.m.; returned 5:10 p.m.); and, Ms. Terri Grimes, Board Secretary

Also attending virtually: Mr. Jim Phillips, Interim Vice President, Academic Services/CAO; Ms. Jill Janssen, Vice President, Administrative Services (departed 5:07 p.m.; returned 5:11 p.m.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Amanda Venhuizen, Student Advisor (departed 4:39 p.m.); Ms. Beth Groshans, Student Advisor (departed 4:48 p.m.); Dr. Chelsea Martinez, Faculty (departed 5:07 p.m.; returned 5:10 p.m.); Ms. Jennifer Alderman, Faculty (departed 4:12 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:07 p.m.; returned 5:10 p.m.); Ms. Karen Brown, Director, Human Resources (departed 5:07 p.m.; returned 5:10 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:30 p.m.); Ms. Leslie Schmidt, Director, Marketing and Community Relations (departed 5:07 p.m.; returned 5:10 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:03 p.m.); Ms. Vicki Schulz, Student Advisor (Transfer) (departed 4:57 p.m.); and, an attendee identified only by first name "Steve" (departed 5:05 p.m.)

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.

PUBLIC HEARING CONCERNING THE 2020 – 2021 BUDGET

At 4:03 p.m., Mr. Endress stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2020 – 2021 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Endress asked if any trustees had comments regarding the 2020 – 2021 budget, and Mr. Block expressed his thanks for a balanced budget. Mr. Endress asked if the Board Secretary had received any written

testimony concerning the 2020 – 2021 budget, and Ms. Grimes responded that she had not received any written testimony. Mr. Endress asked if there was any oral testimony or public comments concerning the 2020 – 2021, and there was none. Mr. Endress stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2020 – 2021 budget.

Mr. Musser moved and Mr. Block seconded the motion that the Public Hearing on the 2020 – 2021 budget be finally adjourned. The roll call on the motion was as follows:

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

At 4:05 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2020 – 2021 budget finally adjourned.

APPROVAL OF MINUTES

Mr. Boldt moved and Mr. Musser seconded the motion to approve the minutes of the August 6, 2020, budget work session and August 6, 2020, regular meeting, both rescheduled from July 28, 2020, and the August 25, 2020, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Gerber introduced Ms. Beth Groshans and Ms. Amanda Venhuizen, Student Advisors, and Ms. Vicki Schulz, Student Advisor (Transfer). Mr. Anderson introduced Ms. Jennifer Alderman, Accounting Instructor, and noted that Mr. Clayton Elmer, Receiving/Shipping/Warehouse Clerk, was unable to attend today's meeting.

BUDGET REPORT

Mr. Endress expressed his thanks to Ms. Janssen for her time presenting the budget work session.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, invited trustees to the ag greenhouse dedication, which will be held on October 21, 2020, at 1:00 p.m. The event is being held to thank Mr. Steve Switzer and to dedicate the greenhouse in memory of Mr. Switzer's wife and son. The first Gala committee meeting was held last week. Mrs. Marjory Phillips will be recognized at the Gala with the Delbert Scheider Legacy Award. If the event is unable to be held at the Wagner House, it will be rescheduled to the weekend of June 25 in the Courtyard on the Highland campus. Mr. Reinke reported that he is working with Ms. Kuberski to schedule one-on-one meetings with donors and friends of the College, and he and Mr. Dan Dick are working

on smaller functions on campus. A lunch is being planned in October with the Heritage Club members and Ms. Kuberski. The Foundation's fifth newsletter went out today thanking their corporate partners.

CONSENT ITEMS

A. Academic

1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2020 – 2021 Academic Year
Recommendation: That the Board of Trustees authorizes the College President to enter into dual credit agreements for the 2019 – 2020 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Aquin, Dakota, East Dubuque, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, Scales Mound, Stockton, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, Hinckley-Big Rock, and Stillman Valley.
2. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and West Carroll School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and West Carroll 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 Hinkley-Big Rock School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Hinkley-Big Rock 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 Forrestville Valley School District
Recommendation: That the Board of Trustees approves the Memorandum of Understanding (MOU), as presented, between Highland Community College and Forrestville Valley School District to be used for the Linking Talent with Opportunity (LTO) grant.
5. CollegeNOW Agreement Between Highland Community College and Stockton High School for the 2021 – 2022 (FY22) Academic Year
Recommendation: That the Board of Trustees approves the CollegeNOW

agreement, as presented, for the 2021 – 2022 (FY22) academic year for qualified students attending Stockton High School.

6. Articulation Agreement Between Highland Community College and the University of Northern Iowa, College of Humanities, Arts & Science (CHAS), Department of Technology

Recommendation: That the Highland Community College Board of Trustees approves the Articulation Agreement, as presented, between the University of Northern Iowa and Highland Community College for students transferring to the University of Northern Iowa to pursue the following degrees: Bachelor of Arts (BA) – Graphic Technology; Bachelor of Science (BS) – Manufacturing Engineering Technology; Bachelor of Science (BS) – Technology & Engineering Education; or, Bachelor of Arts (BA) – Technology Management.

B. Administration

1. Appointment of Voting Delegate to the Association of Community College Trustees 2020 Leadership Congress

Recommendation: That the Board of Trustees approves the appointment of Board Chair Jim Endress to serve as the voting delegate for the Association of Community College Trustees (ACCT) 2020 Leadership Congress. The Central Regional Caucus and meeting will be held virtually on September 30, 2020.

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/Fall of 2020.

D. Financial (None)

Mr. Endress noted a correction on page one of the Board packet. The heading on the agenda item, Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2020 – 2021 Academic Year, was correct, but the academic year referenced in the first sentence of the recommendation should be 2020 – 2021, not 2019 – 2020.

Mr. Block moved and Mr. Musser seconded the motion to approve the consent items, as corrected. 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.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. **First Reading – New Policy 5.24: Cardholder Information Security**
Mr. Musser moved and Ms. Groezinger seconded the motion to approve for first reading new policy 5.24, Cardholder Information Security, as presented, for inclusion in Chapter IV, Finance and Facilities. 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.

2. **First Reading – Revised Policy: Policy on Definitions**
Mr. Boldt moved and Mr. Musser seconded the motion to approve for first reading revised Policy on Definitions, as presented. 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.

3. **Second Reading – New Policy 3.28: Prohibition of Sex-based Misconduct**
Mr. Block moved and Mr. Musser seconded the motion to approve for second reading new policy 3.28, Prohibition of Sex-based Misconduct, which is recommended for inclusion in Chapter III, Student. The new policy complies with the Title IX regulations published in May 2020. 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.

4. **Planned Retirement Program for Full-time Administrative, Professional, and Classified Nonunion Employees**
Mr. Boldt moved and Mr. Musser seconded the motion to approve the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2021. 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.

C. Personnel

1. Approval of Faculty Requesting to Participate in the Planned Retirement Program
Dr. Jennings moved and Mr. Musser seconded the motion to approve the requests from the following faculty members to participate in the Planned Retirement Program:

Denise Johnson, planned retirement May 2021
Cristina Szterensus, planned retirement May 2023
Richard Jacobs, planned retirement December 2023

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.

D. Financial

1. 2020 – 2021 Budget
Mr. Block moved and Dr. Jennings seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2020 – 2021 budget.
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.

2. Direct Energy Business, LLC Electricity Supply Commodity Master Agreement
Mr. Musser moved and Ms. Groezinger seconded the motion to approve the Commodity Master Agreement with Direct Energy Business, LLC as an extension of the current contract for the College's supply of electricity at a purchase price of 5.126 cents per kilowatt hour, including losses, transmission, and capacity charges, for a period of 36 months beginning June 2022. 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.

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

Mr. Musser 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 August 2020 bills, including Board travel, in the amount of \$730,567.87, Automated Clearing House (ACH) debits W0000609 amounting to \$9,822.31, and Electronic Refunds of \$2,878.00, with 12 adjustments of \$5,376.41, such warrants amounting to \$737,891.77. Transfers of funds for payroll amounted to \$631,659.54. 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 and the Resolution adopted.

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

There was no additional report.

Shared Governance

Ms. Kuberski reported that, in keeping with the conversation at the last Board meeting, Dr. Chelsea Martinez, Ms. Kate Perkins, and Mr. Sam Fiorenza shared a synopsis with Full Cabinet and agreed that Ms. Perkins would continue to take the lead with the Shared Governance task force and will ask the group members to get together for a meeting. Ms. Kuberski will survey Full Cabinet, as she had surveyed Cabinet, to get a sense of the purpose of Full Cabinet, however, there will not be changes until the Shared Governance task force meets. Mr. Endress stated that, if any trustees are interested in serving on the Shared Governance task force, please contact him and he will get two names to Ms. Kuberski to pass along to the task force.

Partners In Leadership

Ms. Kuberski reported that the culture foundation workshop was held last Wednesday and Thursday mornings. About 26 campus representatives, including Mr. Endress and Ms. Groezinger, attended the workshop. Ms. Kuberski believes that, if we continue to do what we are doing, we will get the results that we are getting and those results are not optimal. Faculty and staff were given the opportunity to complete the Culture Advantage Index. From the results of the Culture Advantage Index, four measurable key results have been identified: trust and culture, enrollment, financial health, and academic quality. Trust and culture will be measured by the results of the next Culture Advantage Index culture score being at the 50th percentile in FY21/22, and a percent yet to be determined in FY23. The key measure for enrollment has been identified as reimbursable credit hours, and it will be measured by having flat enrollment in FY21/FY22, and a seven percent increase in FY23 from the Fall 2020 enrollment. Financial health will be measured by revenues equaling expenses and not using the Matching Grant drawdown or other outside sources to balance the budget, both in FY21/FY22, and FY23; and academic quality will be measured by maintaining and reaffirming accreditation by November 2021. During the PIL workshop, those attending discussed that how people think and act affects the culture. Ms. Kuberski will provide a report on the PIL workshop at this

week's Campus Connection. Four train-the-trainers will be identified, and they will train other faculty and staff in groups of 20. This may take a couple semesters so that everyone has a chance to participate. Ms. Groezinger stated that this was a great investment of her time. It is a fantastic program that will help Highland to be the best that it can be, and Ms. Groezinger truly believes the College will get there. Mr. Endress stated that there was a good cross-section of employee groups on campus. Those attending were broken into smaller groups on several occasions, which gave people a chance to interact with people with whom they do not normally interact. Mr. Endress expressed his belief that this program will help promote a better culture. Ms. Groezinger also noted that each and every person has value, can be a change agent, and can be a leader, but it will take every one of us.

ICCTA Representative

Mr. Endress distributed a handout that included ICCTA's legislative goals for last year, noting that 2021 goals will be set at the ICCTA meeting in Schaumburg in November. He requested that, if trustees have input on the legislative goals and what ICCTA should embark on next year, they should send their input to Ms. Grimes. Mr. Endress also reported that Mr. Gregg Chadwick, who became ICCTA President this fiscal year, passed away the Wednesday before the ICCTA board meeting. He had organized the ICCTA Executive Committee retreat and helped lead the committee through the mission and vision exercise. There will be a chance to react and have input into the ICCTA mission and vision. The ICCTA Vice President has assumed the presidency and will serve for one and three quarters years. This creates a vacancy in the Vice President position and the Nominating Committee will work on coming up with a nominee to be Vice President, which is an opportunity if someone is interested in the position. The Awards Committee is looking for assistance in reading through award nominations. Trustees who are interested should let Mr. Endress know of their interest and category preference. Ms. Groezinger noted that being on the Awards Committee gives a recognition and understanding of the contributions of community colleges, and she requested that the College make sure someone is submitted for every award level. If trustees are interested in serving, please let Mr. Endress know so he can share the information at the November ICCTA meeting.

Board Chair

Mr. Endress reiterated that the Partners In Leadership workshop was excellent. Several new trustees attended the ICCTA September meeting. Mr. Richard Anderson from the College of Lake County, who has served 48 years on their board and will not run for re-election, began his service on their board when he was 21. Mr. Endress noted, at the time Mr. Anderson ran, he was a student and complained about an issue, so he was encouraged to run for the board.

Administration

Mr. Scott Anderson referred to the fourth bullet under the Lifelong Learning heading on the second page of his administrative report, noting that at the time his report was prepared (September 3), there were 58 registered for in-person and online classes, and the number has now increased to 144.

Ms. Janssen reported that 240 people took advantage of the COVID mobile testing site on campus yesterday, and testing continues through Wednesday. She thanked the logistics team, who worked to make sure there were no issues with traffic and other items. Ms. Groezinger offered kudos to the College for stepping up and offering the testing.

Ms. Gerber recognized the work of Ms. Vicki Schulz with CollegeNOW. Ms. Schulz participated in a Stockton school board meeting in order to help get the agreement approved by their school board. This year, the College has the largest class of CollegeNOW students. Plans will begin in October to work on CollegeNOW agreements for next year. Ms. Gerber also reported that it has been a challenge to get Student Senate to meet, and elections will be held soon, including election of the Student Trustee.

Ms. Kuberski reported that she, Ms. Sam Schaible and Ms. Gerber attended the High School Servant Leadership meeting on Saturday via Zoom. Ms. Schaible was able to share a link with students so they may continue to communicate with her, as well as links to the recruitment system for prospective students. Ms. Gerber noted that Student Services and Information Technology staff worked together on the recruitment system. Ms. Kuberski noted that the High School Servant Leadership students were excited and engaged, and Mr. Dan Dick, who coordinates the program, did a great job welcoming the students. Ms. Kuberski noted that it was nice to speak briefly with the students on Saturday morning. She is happy that the group is continuing, vital, and strong, and she hopes their experience will be beneficial. Ms. Kuberski also noted that it dawned on her over the weekend that Gen Z may now stand for Gen Zoom, which is a whole different take on Gen Z. There have been 49 applicants for the Vice President of Academic Services/CAO position, and six have been identified for round one interviews via Zoom. The pool will then be narrowed down to two to three, who will be brought to campus in order to meet faculty and staff. The first round of interviews will be in mid-October, with the second round in November. Ms. Kuberski hopes to have a recommendation to trustees at the November regular Board meeting, and she expressed her appreciation for the efforts of the search committee to get to this point. Last week, a review team from the Accreditation Commission for Education in Nursing (ACEN) was on campus for an accreditation visit. This is a specialized accreditation for nursing and will be required by 2022. The initial feedback from the accrediting team was very positive and will be finalized in April. They left very impressed, with very minor recommendations. Ms. Kuberski thanked Dr. Jen Grobe, Ms. Alicia Kepner, the nursing faculty, and all others involved in making the visit a success. Dr. Chelsea Martinez, Dr. Misty Thruman, and Ms. Kuberski have been meeting this month with each Higher Learning Commission criterion group working on the Assurance Argument. The groups will take the list of evidence they have gathered and create evidentiary statements for each subcomponent. The full Assurance Argument team will meet in November, and Dr. Martinez challenged the groups to have drafts in the assurance system by November, with the goal to have a draft of the Assurance Argument by April. Revisions will then take place over the summer, and the report will be "locked down" in September. Each criterion group will share a summary, key findings, and other information at Campus Connection so faculty and staff are familiar with the information before the visit and can speak about and know the evidence. Dr. Martinez is doing a good job of creating a timeline and reassuring the groups that they are on target, and Ms. Kuberski expressed her appreciation to Dr. Martinez for her efforts. Dr. Thruman has been seeing where there are gaps in evidence and asking good questions. The group is a solid team, well-focused on showing that Highland is a great institution.

Strategic Plan

Ms. Gerber reported that Ms. Joan Miller wrote this month's strategic plan report.

CLOSED SESSION

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

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

At 5:10 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

OLD BUSINESS

Mr. Endress reported that the City of Mount Carroll is requesting a TIF extension, largely to accommodate the renovations at the former Shimer College, and they have requested a letter of support from Highland's Board. Trustees agreed that they do not need any additional

information from the City of Mount Carroll, and a recommendation will be placed on the October regular meeting agenda to approve the extension.

Ms. Kuberski read a thank you from the family of Mr. Mark Jansen for the College's kindness in remembering Mr. Jansen and allowing his memorial service to be held on campus.

NEW BUSINESS

The father of Ms. Payton DeMichele, former Student Trustee, passed away. No details on the arrangements have been provided at this time.

DATES OF IMPORTANCE

Mr. Endress reminded trustees of Mr. Reinke's announcement regarding the dedication of the greenhouse on October 21, 2020, at 1:00 p.m. The next regular Board meeting is scheduled for October 27, 2020, at 4:00 p.m., and the next quarterly Board retreat will be held on Thursday, December 10, 2020.

ADJOURNMENT

Ms. Groezinger moved and Mr. Musser seconded the motion to adjourn the meeting. At 5:16 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