

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 4:01 p.m. on October 27, 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 (arrived 4:02 p.m.), and Mr. Jim Endress

The following members attended virtually: Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Mr. Shawn Boldt

The following members were absent: None

Also physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director of ITS (departed 5:12 p.m.; returned at 5:14 p.m.; departed 5:15 p.m.; returned 5:36 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; Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Mr. Dan Rowe, Wipfli, LLC (departed 4:46 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:13 p.m.; returned 5:36 p.m.); Ms. Karen Brown, Director of Human Resources (arrived 4:02 p.m.; departed 4:35 p.m.); Mr. Pete Norman, Director of Athletics and Physical Education (departed 5:11 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:10 p.m.); and, Mr. Steve Mihina, Faculty (departed 4:48 p.m.)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Dr. Jennings moved and Mr. Musser seconded the motion to approve the minutes of the September 9, 2020, Board retreat, and the September 22, 2020, budget work session and regular meeting, as presented. Dr. Jennings expressed his appreciation to Ms. Grimes for her ability to put into writing what he said during the September regular meeting regarding faculty salaries. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen introduced Mr. Dan Rowe of Wipfli, LLC, who reviewed a draft of the FY20 annual audit. He noted that the Audit & Finance Committee met earlier this afternoon to go over the draft. The audit is in draft form because the TRIO audit has not been completed at this time, and he anticipates completing that audit by the end of next week. The College received an unmodified or "clean" opinion on the financial statements. He reviewed the Statement of Net Position/Net Assets, noting that the College's total net position/net assets as of June 30, 2020, was \$22,202,000. The notes to the financial statements on pages 17 through 51 of the audit are fairly consistent with prior years. There were no new Government Accounting Standards Board (GASB) pronouncements, and those that were scheduled to take effect have been deferred at this time. In FY20, the change in all fund types funds balance amounted to \$4.1 million, while the change in net position amounted to \$903,553. The audit also included the Illinois Community College Board grants, enrollment hours, and the single audit for student financial aid. As mentioned earlier, Mr. Rowe is still working on the TRIO program audit. He referred to the communication letter, noting that several estimates were included in the audit, including the allowance for doubtful accounts; the State Universities Retirement System (SURS) pension liability, which is an estimate provided by an actuary; and, the College Insurance Plan (CIP), which flows to the front of the financial statement as a liability. There were no difficulties encountered in completing the audit, and there were about six corrected misstatements relating to the bond process and overlapping of projects. Mr. Rowe concluded his presentation by noting that this was a clean audit and the accounting records are in good order. Mr. Endress noted that there was an item on the agenda later in the meeting to accept the FY20 annual audit, but it is his recommendation that trustees not act on the item, since the audit has not been completed at this time. Trustees should let Ms. Grimes know if they would like Mr. Rowe to attend the November regular meeting to provide an update.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, referred to handouts he provided on the Foundation's annual appeal, noting that this year's appeal will take a different approach focusing on where the dollars go and how the funds help students. This year a Leadership Society has been developed for donors giving \$750 or more. A list of College needs has been developed, and a targeted campaign focusing on immediate needs will begin, while larger items will need more vetting. Mr. Reinke believes he will be able to meet with donors in February or March, with the goal to get 35 to 40 leadership gifts. Mr. Reinke is currently working on a Major Gift Cabinet that will review the pipeline and Case for Support. He met with the Foundation

Development Committee last week, and he continues to meet with Ms. Kuberski on a weekly basis. The seventh Foundation newsletter has been sent out highlighting agriculture, and there has been a good response from the other newsletters. Mr. Block noted that at the Foundation Development Committee meeting, everyone agreed to meet on a monthly basis to keep moving forward with the campaign.

CONSENT ITEMS

A. Academic (None)

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 Fall of 2020.

D. Financial (None)

Dr. Jennings moved and Mr. Block seconded the motion to approve the consent item, 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. Addition of Men's and Women's Cross Country Beginning Fall 2021

Dr. Jennings moved and Mr. Musser seconded the motion to approve the addition of men's and women's cross country as an NJCAA intercollegiate athletic program beginning Fall Semester of 2021. 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. Administration

1. First Reading – Revised Policy 3.101: Financial Aid “Unusual Enrollment History”

Mr. Musser moved and Mr. Shockey seconded the motion to approve for first reading revised policy 3.101, Financial Aid “Unusual Enrollment History,” which is included in Chapter III, Student, of the policy manual. 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. First Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines

Mr. Block moved and Dr. Jennings seconded the motion to approve for first reading the revised appendix to the Policy Manual, Information Technology Services Acceptable Use Guidelines, as presented. 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.

3. Second Reading – Revised Policy: Policy on Definitions

Mr. Shockey moved and Mr. Musser seconded the motion to approve for second reading revised Policy on Definitions, 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.

4. Letter of Support to the City of Mount Carroll for the Expansion of the Tax Increment Financing (TIF) District for the Downtown and South City Redevelopment Project

Mr. Block moved and Mr. Boldt seconded the motion to approve Jim Endress, Board Chairman, to provide the City of Mount Carroll with the requested letter of support, as presented, in connection with the 12-year expansion of the City’s

Downtown and South City Redevelopment Project area, which is in a Tax Increment Financing (TIF) District. 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.

C. Personnel

1. Appointment: Student Advisor, Project Succeed

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the appointment of Mr. Brian Moore as full-time Student Advisor for the Project Succeed program beginning October 13, 2020, at a FY21 salary of \$44,879, 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, Musser, Groezinger,
Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of FY20 Annual Audit

As noted earlier in the meeting, since the FY20 annual audit is not complete, no action was taken.

2. Payment of Bills and Agency Fund Report – September 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 September 2020 bills, including Board travel, in the amount of \$1,279,757.70, Automated Clearing House (ACH) debits W0000610 amounting to \$12,703.13, and Electronic Refunds of \$30,356.55, with 9 adjustments of \$963.72, such warrants amounting to \$1,321,853.66. Transfers of funds for payroll amounted to \$621,230.04. 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 and the Resolution adopted.

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

Ms. Janssen will recheck the tax levy, but at this point she does not believe the levy will be over five percent of last year's tax extension, and the College would still be levying within the budget. If the equalized assessed valuation (EAV) is going to rise or if the amount of funds needed to pay off the debt is greater than five percent, the College is required to place a notice in the newspaper. Mr. Endress thanked Ms. Janssen for her work with Wipfli on the audit.

Shared Governance

Ms. Kuberski reported that it was agreed that Ms. Kate Perkins would reconvene the Shared Governance task force to work on a definition. Ms. Perkins met with Mr. Sam Fiorenza, Dr. Julie Hartman-Linck, and Dr. Chelsea Martinez, and Ms. Kuberski and Ms. Perkins met earlier today. The group would like to explore the senate model of shared governance. In a senate model, Faculty Senate would focus on faculty issues and would be separate from the faculty union model. Other groups would also meet to discuss issues, and each group would have a representative serve on another group when the senate meets. The group will be exploring the senate model more thoroughly to see how this works. The Protection, Health, and Safety Committee and Curriculum and Instruction (C&I) Committee are good examples of where shared governance has worked well, and it could be mirrored in other areas where things have not worked as well. Ms. Kuberski and Ms. Perkins are the Shared Governance co-chairs to explore the process. This will connect with the leadership task force (i.e., leadership succession planning) and will be discussed with Dr. Martinez. The Shared Governance Steering Committee will make sure all groups are represented, including faculty, classified, administrative, professional, custodial maintenance, trustees, and students. By narrowing this down to a smaller group, it will be more manageable. Dr. Jennings noted that the faculty union was formed about 50 years ago and had similar discussions at length. He stated that it was "murky", but trying to separate it out was unwieldy because there were two groups, so it was decided to put it into one group. Ms. Kuberski stated that they are in the exploration phase at this point and need to gather information regarding where this is working. She is unsure where it will land at this point, but ultimately a recommendation will be made to Cabinet and then to the Board. Ms. Kuberski would like a Board representative in the group.

Partners In Leadership

Ms. Kuberski reported that the Partners In Leadership (PIL) work is moving to the next phase, and four individuals will receive training. The trainers will work with faculty and staff on additional training for all full-time faculty and staff, with the hope to have this done between now and the end of the academic year. Ms. Kuberski stated that the preference was to do the training in person, but likely the first round will be done via Zoom due to COVID. Twenty (20) people representing the employee groups will be trained at a time. The trainers, who will be trained in November, are also a good representation of the different groups on campus and include Ms. Amanda Venhuizen, Ms. Christie Lewis, Dr. Brendan Dutmer, and Ms. Juliet Moderow. A meeting with Mr. Don Tanner and Ms. Gaye van den Hombergh of Partners In Leadership will be held to see how PIL is being imbedded in the College culture.

Ms. Kuberski reminded trustees that the key results that were determined are enrollment, financial health, and strong accreditation status. Ms. Groezinger stated it is great to see that the trainers include two faculty and two administrators.

ICCTA Representative

Mr. Endress reminded trustees to send any suggestions they have for ICCTA's 2021 legislative goals to himself or Ms. Grimes this week in order to be included for consideration. ICCTA is currently scheduled to meet in Schaumburg the second weekend in November, however, Mr. Endress is unsure whether the meeting will still happen in person.

Board Chair

Mr. Endress is extremely proud of everyone associated with the College, including administration, faculty, staff, custodial maintenance, and students for performing at a high level during difficult times. All feedback he has received has been positive, and he congratulated all.

Administration

Mr. Anderson reported that Lifelong Learning enrollments are down a little due to COVID restrictions but current enrollment is still at 191.

Ms. Gerber reported that Ms. Leslie Schmidt, Ms. Stacey Benkert, Mr. Jeremy Bradt, and Ms. Sam Schaible are compiling a list of things the College is doing to recruit students in 2021. Once completed, the list will be shared with trustees. Ms. Kuberski noted that there is a strong campus-wide effort to recruit students. New billboards have been created, and additional information regarding Spring enrollment is also being sent via the mail.

Mr. Phillips reported that on November 4, he and Ms. Vicki Schulz will meet with Clarke University to discuss potential partnerships and 2+2 agreements. He noted that the Nursing department was able to have a list of needs filled through a grant. Fine Arts has scheduled an "Evening with Edgar Allen Poe" on Friday, October 30, at 7:30 p.m. and on Saturday, October 31, at 2:00 p.m. via Zoom. Kudos to the Fine Arts faculty and staff for working on alternatives during the pandemic. Registration for the event may be made on the Highland website. Dr. Jennings spoke about the complexities of the University of Dubuque, Loras College, and Clarke University, and Mr. Phillips noted that previously there had been an interstate agreement with the institutions. Hopefully this will be the start toward having a conversation with all three institutions as a package or unit.

Ms. Kuberski noted that there will be a special edition of Campus Connection on Thursday. There are apparent difficulties for her to be visible right now during the pandemic, and a lot of people who normally would be on campus are not here, particularly faculty. In the meeting, she will share what she has done in the first 90 days, and it will also be an opportunity for people to ask questions. This is an avenue of communication to try to actively engage with faculty and staff. Ms. Kuberski noted that the College has passed the one-year mark for the Higher Learning Commission (HLC) visit. The College is in a good place and has secured Dr. Michael Boyd, an Academy Liaison and HLC Peer Reviewer, to provide feedback on the Assurance Argument. He made good suggestions when he reviewed the College's notice report and provided solid

feedback. Dr. Boyd will be paid a small fee for reviewing the Assurance Argument. He currently serves as President of Kankakee Community College. Ms. Kuberski reported that the College's Diversity Committee, led by Ms. Juliet Moderow and Ms. Barb Statfield, have developed a web page directly addressing diversity at the College. Having a presence on a web page speaks to Highland's commitment to diversity and inclusion. Ms. Kuberski concluded her report by reading a thank you note from Ms. Monica Pierce, Agriculture Instructor, and family for the baby blanket sent for their new daughter, Braelynn, and a thank you note from former Student Trustee Ms. Payton DeMichele for acknowledgement of the loss of Ms. DeMichele's father. Ms. Groezinger expressed her appreciation to Ms. Kuberski for the opportunity for two-way interaction with faculty and staff.

Strategic Plan

Mr. Pete Norman asked trustees for direction regarding moving forward with the athletics strategic plan, noting that athletics is the logical way to increase enrollment. Enrollments by student-athletes have increased while the College's credit hours and head counts have decreased. He asked for feedback regarding where the athletics strategic plan stands, and noted that he is in the process of updating the information in the plan. The addition of cross country is one important step in the plan. Team proposals for future sports are based on location, where students could be recruited for the teams, and where the teams could play in the region. In order to add some of the teams, Mr. Norman believes there needs to be a new facility, and Ms. Gerber reminded trustees that there were previous discussions with our legislators regarding a new facility. Mr. Endress stated that he believes that esports should be something to continue to consider. The athletics facility is a big piece from a visual and financial standpoint, and it will take further consideration. This will be discussed at the December retreat. Mr. Musser expressed his support for a larger conversation and hearing more about esports. Ms. Gerber stated that an esports club was brought about last year. In order to truly get esports off the ground, she believes it will need to be competitive and will need a coach and technology. She also noted that the College has a way to fund the initial facility planning. Mr. Boldt stated that a facility is a key piece and is all students talk about after college visits.

Ms. Gerber noted that this month's strategic plan progress report was on the text system. A collaborative process was followed with input from faculty, staff, and widespread feedback, and there is clear evidence that the text system is being widely used.

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, student disciplinary

cases, 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: Endress, Jennings, Musser, Groezinger, Boldt, Shockey, Block
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 5:13 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:36 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

Athletics Strategic Plan

This was discussed earlier in the meeting. There was no additional old business.

NEW BUSINESS

Mr. Boldt asked for clarification on attendance in classrooms, noting that students are concerned that administration might be at one level and students at another level. Ms. Kuberski reported that the Illinois Department of Public Health has indicated that institutions of learning and classrooms do not have to adhere to the limits. Many classrooms were already at around 12 people, and the limit for outside people in H-201 is 10. A clarification was sent to faculty today, and Ms. Kuberski suggested that perhaps the clarification should go out to everyone. The Emergency Operations Team (EOT) will meet again tomorrow and will discuss this.

DATES OF IMPORTANCE

The next regular Board meeting is scheduled for November 24, 2020, at 4:00 p.m., and the next quarterly Board retreat will be held on Thursday, December 10, 2020.

ADJOURNMENT

Mr. Musser moved and Ms. Gröezinger seconded the motion to adjourn the meeting. At 5:43 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