

**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 4:05 p.m. on November 24, 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 (arrived 4:09 p.m.), Mr. Doug Block, Mr. Jim Endress, and Mr. Shawn Boldt

The following members attended virtually: Dr. Steve Jennings, and Ms. Pennie Groezinger (arrived 5:03 p.m.)

The following members were absent: Mr. Blake Musser

Also physically present: Ms. Chris Kuberski, President; Mr. Michael Gunderson, ITS Support Specialist, Media Systems (departed 5:33 p.m.; returned at 5:59 p.m.); Ms. Hannah Boldt, Student Trustee-Elect; 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; Ms. Alyssa Stevens, Digital Media & Creative Specialist (departed 4:07 p.m.); Dr. Joe Kanosky, President Emeritus (departed 4:46 p.m.); Mrs. Jennifer Kanosky, Citizen (departed 4:12 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:33 p.m.; returned 5:59 p.m.); Ms. Karen Brown, Director, Human Resources (departed 5:10 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:57 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:33 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:26 p.m.); Mr. Steve Mihina, Faculty (departed 4:45 p.m.); and two attendees identified only as A. Kubatzke (departed 5:32 p.m.); and, C. Dickens (departed 5:32 p.m.)

**SEATING OF NEWLY ELECTED STUDENT TRUSTEE**

Ms. Hannah Boldt, newly elected Student Trustee, was sworn in and seated.

**APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES**

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the minutes of the October 27, 2020, Audit & Finance Committee meeting and regular meeting, as presented. The vote being unanimous, the motion carried.

## **PUBLIC COMMENTS**

Dr. Joe and Mrs. Jennifer Kanosky provided public comments, presenting the Joe and Jennifer Kanosky Student Trustee Scholarship to Ms. Hannah Boldt. They congratulated Ms. Boldt on her willingness to serve as student trustee, and noted that half of the scholarship will be distributed at the end of the Fall semester and the other half at the end of the Spring semester. They are very proud of Ms. Boldt and the College, and Dr. Kanosky noted that since the scholarship was implemented, the student trustee recipients have all been female. He wished Ms. Boldt success as she goes through the year, noting that she represents the student body and he trusts that she will do a good job. Mrs. Kanosky stated that she is happy that Ms. Boldt took this position, and thanked her for stepping up. Mr. Endress thanked Dr. and Mrs. Kanosky for their generous offer of the scholarship.

## **INTRODUCTIONS**

There were no introductions.

## **BUDGET REPORT**

Ms. Janssen reminded trustees that in the financial section of the agenda, trustees will consider the tax levy for the College's various funds. Overall, the College is aiming to keep the tax rate the same as last year, while considering any growth we may see in assessed valuation. The levy also aims to ensure that the College meets the requirements needed to be eligible for unrestricted State funding. Both Protection, Health, and Safety (PH&S) projects being considered are primarily safety related: one for the removal and replacement of the auxiliary gym floor, and the other for the renovation of the rigging, lighting, and communication systems in the theatre. These projects were identified and prioritized through the PH&S work group and were included in the FY21 budget.

## **FOUNDATION REPORT**

Mr. Jeff Reinke, Foundation Executive Director, reported that the annual appeal has been mailed. The Foundation has received over \$2,000 in donations after only one day, and he encouraged everyone to consider a gift to the campaign. The Foundation held their annual meeting a couple weeks ago. Foundation board member Ms. Mary Hartman has stepped down, but will stay on as a volunteer to help Ms. Pat Dunn with the financials. Two new board members were added, including Mr. Block and Mr. George Gaulrapp, former mayor and community relations director for ComEd. Mr. Reinke noted that there are also a couple guests from Jo Daviess County who will be appointed to the Foundation board next year. He stated that the campaign has made great strides under Ms. Kuberski's leadership, and she has worked with department heads and others

on a vision statement. Mr. Reinke, Ms. Kuberski, Ms. Gerber, and Ms. Leslie Schmidt met to discuss the image campaign, funded through a donor gift, and the key is to tie the image campaign to the capital campaign, which will kick off shortly. Mr. Reinke is currently waiting for a few deliverables from the College in order to kick off the campaign. Campaign materials should be ready in the next four to six weeks so that meetings may begin with potential donors. These meetings should begin in January.

### 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)

Mr. Shockey 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, S. Boldt, Shockey, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

### MAIN MOTIONS

A. Academic

1. Memorandum of Understanding: Highland Community College and Western Illinois University Elementary Education Pathway

Mr. Block moved and Mr. Shockey seconded the motion to approve the Elementary Education Pathway Memorandum of Understanding to support the delivery of Bachelor of Education in Elementary Education to Highland Community College students. The roll call on the motion was as follows:

AYES: Endress, Jennings, S. Boldt, Shockey, Block, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

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

Dr. Jennings moved and Mr. Boldt seconded the motion to approve for second 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, S. Boldt, Shockey, Block, Endress, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines

Dr. Jennings moved and Mr. Block seconded the motion to approve for second 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: S. Boldt, Shockey, Block, Endress, Jennings, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Second Reading – New Policy 5.24: Cardholder Information Security

Mr. Block moved and Mr. Boldt seconded the motion to approve for second reading new policy 5.24, Cardholder Information Security, for inclusion in Chapter IV, Finance and Facilities. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, S. Boldt, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. First Reading – Revised Policy 5.06: Purchases of Supplies and Services

Mr. Shockey moved and Mr. Boldt seconded the motion to approve for first reading revised policy 5.06, Purchase of Supplies and Services, which is included in Chapter V, Finance and Facilities, of the policy manual. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, S. Boldt, Shockey, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. First Reading – Revised Appendix: Tenure Review Process

Dr. Jennings moved and Mr. Boldt seconded the motion to approve for first reading revised Appendix Tenure Review Process, which is included in the policy manual. The roll call on the motion was as follows:

AYES: Endress, Jennings, S. Boldt, Shockey, Block, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Coordinator, Women's Athletics

Mr. Block moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Danielle Walker as full-time Coordinator, Women's Athletics beginning November 9, 2020, at a FY21 salary of \$36,099, 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: Jennings, S. Boldt, Shockey, Block, Endress, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Approval of Staff Member Requesting to Participate in the Planned Retirement Program

Dr. Jennings moved and Mr. Shockey seconded the motion to accept the request of the following staff member to participate in the Planned Retirement Program:

Sandy Johnson, planned retirement June 30, 2021

The roll call on the motion was as follows:

AYES: S. Boldt, Shockey, Block, Endress, Jennings, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. New Job Description: Men's and Women's Cross Country Coach

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

AYES: Shockey, Block, Endress, Jennings, S. Boldt, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Job Descriptions/Job Titles: Dean, Humanities, Social Sciences, and Fine Arts; Dean, Natural Science and Mathematics; Dean, Nursing and Allied Health; Director, Retention and Learning Services; Vice President, Business, Technology, and Community Programs

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the revised job descriptions/job titles for Dean, Humanities, Social Sciences, and Fine Arts; Dean, Natural Science and Mathematics; Dean, Nursing and Allied Health; Director, Retention and Learning Services; and, Vice President, Business, Technology, and Community Programs, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, S. Boldt, Shockey, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of FY20 Annual Audit

Mr. Shockey moved and Mr. Block seconded the motion to accept the annual audit for FY20.

Ms. Janssen reported that, at the last meeting, Mr. Dan Rowe of Wipfli mentioned that they were still working through the TRIO audit. She stated that there was a finding, but it does not affect the overall College opinion. Through the audit, 60 forms were tested, of which five did not have the appropriate signature of the program director. Ms. Janssen has met with Mr. Anthony Sago, Director of TRIO programs, and she is confident that a solution is in place.

The roll call on the motion was as follows:

AYES: Endress, Jennings, S. Boldt, Shockey, Block, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Resolution Authorizing Project "Building S Auxiliary Gymnasium Renovation" and to Authorize Approval for a Health and Safety Levy

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building S Auxiliary Gymnasium Renovation in the amount of \$265,000 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

AYES: Jennings, S. Boldt, Shockey, Block, Endress, H. Boldt  
NAYS: None

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

3. Resolution Authorizing Project “Building F Theater Rigging, Lighting and Communication System Replacement” and to Authorize Approval for a Health and Safety Levy

Mr. Block moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building F Theater Rigging, Lighting, and Communication System Replacement project in the amount of \$650,000 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

AYES: S. Boldt, Shockey, Block, Endress, Jennings, H. Boldt  
NAYS: None

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

4. Education and Building Fund Levy

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$5,435,000 and building purposes taxes in the amount of \$1,458,000 for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, S. Boldt, H. Boldt  
NAYS: None

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

5. Insurance Levy

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$1,050,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, S. Boldt, Shockey, H. Boldt  
NAYS: None

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

6. Audit Levy

Mr. Shockey moved and Mr. Block seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$46,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22. The roll call on the motion was as follows:

AYES: Endress, Jennings, S. Boldt, Shockey, Block, H. Boldt  
NAYS: None

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

7. Social Security and Medicare Levy

Mr. Block moved and Dr. Jennings seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$140,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22. The roll call on the motion was as follows:

AYES: Jennings, S. Boldt, Shockey, Block, Endress, H. Boldt  
NAYS: None

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

8. Approval of Continuation of Contract with Crystal Image Cleaning, Inc. for Additional Custodial Services

Mr. Shockey moved and Mr. Boldt seconded the motion to approve the continuation of a contract with Crystal Image Cleaning, Inc. of Freeport, Illinois for additional custodial services required as a result of the COVID-19 pandemic to meet the Centers for Disease Control and Prevention (CDC) and Illinois Department of Public Health (IDPH) requirements at a cost of \$5,893.33 per month through July 31, 2021. The roll call on the motion was as follows:

AYES: S. Boldt, Shockey, Block, Endress, Jennings, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.



9. Acceptance of Bid: Auxiliary Gymnasium Renovations

Mr. Boldt moved and Mr. Shockey seconded the motion to authorize acceptance of the low alternate bid #2 meeting specifications from Larson & Larson Builders for \$119,700 for abatement of existing hazardous flooring in the auxiliary gym, coordination of the replacement of flooring in the auxiliary gym, and renovations to gymnasium entries to meet safety and ADA accessibility codes. This bid is within the projected budget for the project. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, S. Boldt, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

10. Acceptance of Quote for Protection, Health, and Safety Project: Auxiliary Gymnasium Floor Installation

Dr. Jennings moved and Mr. Block seconded the motion to authorize acceptance of the proposal from Kiefer USA, the regional Connor Sports flooring installer, in the amount of \$107,520.00 for installation of new Connor Focus flooring and associated ADA ramping in the auxiliary gymnasium. This quote aligns with the budget for the project. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, S. Boldt, Shockey, H. Boldt  
NAYS: None

Whereupon the Chairperson declared the motion carried.

11. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2014 Bond Issuance

Mr. Boldt moved and Mr. Shockey seconded the motion to approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

The roll call on the motion was as follows:

AYES: Endress, Jennings, S. Boldt, Shockey, Block, H. Boldt  
NAYS: None

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

12. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2020 Bond Issuance

Dr. Jennings moved and Mr. Block seconded the motion to approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

The roll call on the motion was as follows:

AYES: Jennings, S. Boldt, Shockey, Block, Endress, H. Boldt  
NAYS: None

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

13. Payment of Bills and Agency Fund Report – October 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 October 2020 bills, including Board travel, in the amount of \$1,304,852.13, Automated Clearing House (ACH) debits W0000611 amounting to \$25,168.45, Other Debits D0000103 amounting to \$100.54, and Electronic Refunds of \$155,529.94, with 2 adjustments of \$4,034.43, such warrants amounting to \$1,481,616.63. Transfers of funds for payroll amounted to \$582,232.59.

The roll call on the motion was as follows:

AYES: S. Boldt, Shockey, Block, Endress, Jennings, H. Boldt  
NAYS: None

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

## REPORTS

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

Mr. Block inquired about the statement in the Treasurer's report regarding the Operating Fund tuition revenue appearing to be about five percent lower than anticipated, while bookstore sales appear to be in line compared to last year. Ms. Janssen stated that historically tuition tracks with bookstore sales, and she was pleasantly surprised to see that sales were in line.

### Student Trustee

Ms. Boldt thanked everyone, and Mr. Endress welcomed Ms. Boldt to the Board.

### Shared Governance

Ms. Kuberski reported that there had been a call for volunteers to serve on the Shared Governance committee and several people have volunteered, with good representation from faculty, staff, and administration. Mr. Endress and Ms. Groezinger will represent the Board, and Student Senate will identify a student to participate. Due to calendar issues and final exams, the first meeting of the committee is scheduled for January 27, 2021.

### Partners In Leadership

Four people have been identified to serve as trainers, including Ms. Juliet Moderow, Ms. Christie Lewis, Dr. Brendan Dutmer, and Ms. Amanda Venhuizen. A meeting was held with the Partners In Leadership mentors this week to discuss when to begin the training. Two training sessions have been scheduled on January 11 and 12, with a three-hour training the first day and a two-hour training the second day. The goal is to have the rest of the training in February. Trainers will be paired so there could be simultaneous training. Ms. Kuberski reported that they want to make sure that faculty can train within the faculty schedule, with the goal to have all trained by February.

### Vice President of Academic Services/CAO Search Update

Ms. Kuberski reported that the candidate pool was narrowed down to three, and the second round of interviews has taken place. The second interviews included two faculty sessions, an open session, lunch with the Vice Presidents, and a meeting with the search committee, with most of the meetings done via Zoom. One of the top candidates has withdrawn, as he has been named president at John A. Logan. The search committee met today and they will be going back to the candidate pool. The committee meets on December 8 to determine others to be interviewed, and those selected for interview will be contacted before break, with interviews being held right after break. Ms. Kuberski believes it is possible to bring a recommendation to the Board for approval in February, with the hope that the person could start before Fall semester.

### ICCTA Representative

Mr. Endress reported that the November ICCTA meeting was held virtually due to COVID, and he participated in the Government Relations and Public Policy Committee meeting. He noted that Ms. Jessica Nardulli, ICCTA Legislative Counsel, provided a report highlighting the election results, although it was too soon to know how the constitutional amendment would be dealt with. Ms. Nardulli sent out an update about the state of the state with interesting commentary on the Speaker of the House. She noted that there are 18 House Democrats who will not support Speaker of the House Michael Madigan. There are 78 representatives in the House, and it would require 60 votes to reelect Speaker Madigan. ICCTA is currently functioning as well as can be expected under COVID, and the ICCTA bylaws were revised during the November meeting to allow ICCTA to function in a virtual world. Mr. Endress concluded his report by announcing that the Association of Community College Trustees National Legislative Summit in February will not be held in person.

### Board Chair

Mr. Endress reported that he submitted the trustee names for the Shared Governance Committee. He and the President's Office touch base, as needed. He is extremely pleased with how well the College is functioning in the face of the pandemic, and the students he has interacted with believe things are going okay.

### Administration

Mr. Anderson reported that interviews for the Administrative Assistant for Lifelong Learning will conclude tomorrow and the position should be filled soon.

Ms. Janssen announced that the College will once again partner with the Stephenson County Health Department for on-site COVID testing on December 4 and 5.

Mr. Phillips reported that it has been quite busy wrapping up the end of the semester, planning for Spring and Summer semesters, and making decisions for Fall 2021.

Dr. Jennings left Ms. Gerber a message asking about the statement in her administrative report regarding meeting with the Assurance Argument criterion groups to discuss their progress in writing evidentiary statements. She explained that the Assurance Argument is the required format for the next Higher Learning Commission submission. Ms. Gerber reported that Ms. Schmidt will provide an update on the image campaign at the Board retreat. There are a number of faculty, staff, and administrators who are participating in Title IX training regarding how their Title IX roles will be different. Ms. Gerber concluded her report by announcing that Ms. Vicki Schulz held a virtual session for CollegeNOW with 82 students participating. Ms. Kuberski also provided information during the session.

Ms. Kuberski announced that the live remote with WIFR has been rescheduled for December 14. The remote will include a reveal of the new gymnasium floor and promotion of the College. Ms. Kuberski and Ms. Gerber have been asked to participate on a Higher Learning Commission (HLC) panel discussion regarding being on notice. Also included on the panel will be our HLC liaison. Ms. Kuberski referred to a benchmark report that showed that the College rated in the 96<sup>th</sup> percentile for developmental math and 67<sup>th</sup> percentile for developmental writing. These percentages are a result of the efforts the College is making to address student success rates. The persistence rate for fall-to-fall is at the 50<sup>th</sup> percentile, while the rate for the next term is at the 76<sup>th</sup> percentile. The credit momentum rate is at the 98<sup>th</sup> percentile. Areas for improvement include passing grades in developmental reading, which is at the 7<sup>th</sup> percentile, and the College has hired a reading specialist who teaches developmental reading that should address this. Developmental writing is at the 11<sup>th</sup> percentile, and the ALP approach would not have been in full form at the time the benchmarks were created. A lot of time has been invested in these efforts. The College's instructional cost is at the 91<sup>st</sup> percentile for both credit hours and FTE students, which the College needs to keep in mind when thinking about the return on investment.

### Strategic Plan

Ms. Gerber reported that this month's strategic plan report relates to the Strategic Enrollment Management plan and the goal of reducing students on a Standards of Academic Progress (SAP)

plan. Ms. Gerber noted that Ms. Kathy Bangasser, Director of Financial Aid, has been working on this strategic plan goal.

At 5:25 p.m., the Chairperson declared a recess; the meeting resumed at 5:30 p.m.

### **CLOSED SESSION**

Mr. Boldt moved and Mr. Shockey 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: Shockey, Block, Endress, Jennings, Groezinger, S. Boldt, H. 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. Michael Gunderson 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 5:33 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Block, Endress, Jennings, Groezinger, S. Boldt, Shockey, H. Boldt  
NAYS: None

At 5:59 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**

There was no old business.

## **NEW BUSINESS**

Mr. Endress reported that the Village of Elizabeth would like to extend the life of their TIF district by 12 years and have asked for a letter of support. An agenda item will be presented for approval at the December retreat, similar to the item recently approved for the City of Mount Carroll.

The Board retreat will include a presentation on the marketing efforts between the College and the Foundation, as well as another discussion on the Athletics strategic plan. If trustees have other items to be discussed, they should contact Mr. Endress, Ms. Kuberski, or Ms. Grimes.

Mr. Block stated that the Foundation has asked if the College would be willing to put some of the Matching Grant funds toward an endowment that could be used for the good of the College. This might look similar to what was done when the Matching Grant fund was created. Ms. Kuberski explained that it would be seed money to start or expand programs to grow enrollment so that the program was sustainable, or it could support program development. It would have the ability for the College to use it more flexibly. Dr. Jennings noted that previously there was an endowed chair that had a three-year limit and, if the program could not get up and running in the three years, it would end.

## **DATES OF IMPORTANCE**

Mr. Endress stated that it is the intent not to have a December regular meeting, so the December 10 Board retreat will include other items on the agenda. The retreat will begin at 8:30 a.m., with breakfast available at 8:00 a.m. in the Board room. Trustees were also reminded of the WIFR remote on December 14 from 6:00 to 7:00 a.m.

## **ADJOURNMENT**

Mr. Block moved and Mr. Shockey seconded the motion to adjourn the meeting. At 6:10 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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Terri A. Grimes, Board Secretary  
Illinois Community College District No. 519