

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, originally scheduled on January 26, 2021, was called to order by Mr. Jim Endress, Chairperson, at 4:04 p.m. on February 11, 2021, 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 (departed 6:15 p.m.), Mr. Doug Block, Mr. Jim Endress, Mr. Shawn Boldt, and Student Trustee Hannah Boldt

The following members attended virtually: Dr. Steve Jennings (departed 6:03 p.m.), Mr. Blake Musser (departed 5:16 p.m.; returned 6:15 p.m.), and Ms. Pennie Groezinger (arrived 5:16 p.m.)

The following members were absent: None

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS (departed 5:03 p.m.; returned 6:23 p.m.); and, Ms. Terri Grimes, Board Secretary

Others virtually present: 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. Jeff Reinke, Executive Director, HCC Foundation (departed 5:03 p.m.; returned 6:23 p.m.); Mr. Jim Yeager, Faculty (departed 4:59 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:03 p.m.); and, Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:58 p.m.)

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. Shockey seconded the motion to approve the minutes of the November 24, 2020, regular meeting, the December 10, 2020, Board retreat, and the December 15, 2020, special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Janssen reported that this is the time of year when the Resource Allocation and Management Plan (RAMP) is updated. An improvement this year is the inclusion of a phase one capital plan, and budget managers have been asked to identify potential capital projects. A full-blown capital plan will be a standalone document developed with campus and community involvement. The College will receive funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and a portion of the funds, around \$455,000, must be provided to students in the form of emergency grants. This is the same amount we received last time for this purpose. The intuitional portion of the CRRSAA funds is around \$1.8 million. The use of these funds is a bit broader than the previous award and can be used to defray expenses associated with coronavirus. Further clarification and guidance will be forthcoming. The College will also receive around \$19,000 as a Title III eligible institution, and use of these funds is similar to the institutional portion of the grant. The College is working on another Capital Development Board (CDB) deferred maintenance project of \$575,000 to replace additional carpet, which will require a College match of \$144,000. This will likely not be done in the near future, but the allocation of funds has been announced. The most recent carpet replacement project was also funded through the CDB and took approximately two years because of the CDB's processes.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that all capital campaign materials and case documents are ready to get in front of donors. In the last two weeks, \$60,000 has been committed, with a goal to secure an additional \$1 million for the College by July 1, 2021. Mr. Reinke will meet with donors in the next five to six days. The "game plan" for the campaign was laid out at the Board retreat. The annual appeal has raised \$24,000 so far, and there are about 60 donors who gave the prior year who have not yet given, so Mr. Reinke believes the appeal will raise over \$30,000. He encouraged trustees who have not yet given to consider doing so. The Foundation Legacy Gala is scheduled for May 8, and Mr. Reinke is confident that the event can be held at The Wagner House. Great work on the event has been done by the Deans and department heads. The Foundation board will meet in person on February 25 at noon and has not met in person since last February.

CONSENT ITEMS

A. Academic

1. **CollegeNOW Agreements Between Highland Community College and Dakota Schools and Durand Schools for the 2021 – 2022 Academic Year (FY22)**
Recommendation: That the Board of Trustees approves the CollegeNOW agreements for the 2021 – 2022 (FY22) academic year, as presented, for qualified students attending Dakota schools and Durand schools.

B. Administration

1. Establishment of the Board Meeting Schedule

Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2021: January 26, 2021 (cancelled due to inclement weather; rescheduled to February 11, 2021); February 23, 2021; March 23, 2021; and April 27, 2021.

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 and Spring of 2021.

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. New Program: Precision Agronomy Certificate Program

Dr. Jennings moved and Mr. Boldt seconded the motion to approve the new Precision Agronomy Certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services

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

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Appendix: Tenure Review Process

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

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Seniority Lists

Mr. Boldt moved and Mr. Shockey seconded the motion to approve the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render. The roll call on the motion was as follows:

AYES: S. Boldt, Shockey, Block, Endress, Jennings, Musser,
H. Boldt

Whereupon the Chairperson declared the motion carried.

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

Mr. Block moved and Mr. Musser seconded the motion that the Board of Trustees accepts the request of the following staff member to participate in the Planned Retirement Program:

Esther Mayer, planned retirement April 30, 2024

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Coordinator, Women's Athletics

Dr. Jennings moved and Mr. Musser seconded the motion to approve the revised job description for Coordinator, Women's Athletics, as presented, with placement remaining at range 23 on the Highland Salary Range Table. This is a full-time, exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Appointment: Coordinator, Academic Technology Resources

Mr. Musser moved and Mr. Block seconded the motion to approve the appointment of Mr. Shawn Vlad as full-time Coordinator, Academic Technology Resources beginning January 4, 2021, at a FY21 salary of \$48,475, 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: Endress, Jennings, Musser, S. Boldt, Shockey, Block,
H. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Revised Job Description: Coordinator, Learning Services

Mr. Boldt moved and Mr. Musser seconded the motion to approve the revised job description for the Coordinator, Learning Services, as presented, with placement remaining at range 27 on the Highland Salary Range Table. This is a full-time, exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. First Reading: Tuition

Mr. Musser moved and Mr. Shockey seconded the motion that that Board of Trustees considers for first reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$149.00 per credit hour effective Fall semester of 2021. In addition, it is recommended that the Board of Trustees considers for first reading an increase in the senior citizen rate from \$111.00 to \$112.00 per credit hour effective Fall semester 2021. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2021 tuition rates at community colleges contiguous to Highland have been determined.

Ms. Janssen reported that with the current projections, a \$3 per credit hour increase, and using HEERF funds, the College should probably be able to have a balanced budget for FY22. Smaller, incremental increases are probably easier absorbed than larger increases.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report – November 2020

Mr. Block 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 November 2020 bills, including Board travel, in the amount of \$299,436.87, Automated Clearing House (ACH) debits W0000612 amounting to \$19,019.79, and Electronic Refunds of \$5,200.19, with 17 adjustments of \$3,120.18, such warrants amounting to \$320,536.67. Transfers of funds for payroll amounted to \$602,732.99. The roll call on the motion was as follows:

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

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

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

Mr. Shockey 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 December 2020 bills, including Board

travel, in the amount of \$1,261,105.10, Automated Clearing House (ACH) debits W0000613 amounting to \$12,722.01, Other Debits D0000104 through D0000105 amounting to \$28,826.48 and Electronic Refunds of \$3,193.00, with 2 adjustments of \$375.00, such warrants amounting to \$1,305,471.59. Transfers of funds for payroll amounted to \$839,477.40. The roll call on the motion was as follows:

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

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

4. Payment of Bills and Agency Fund Report – January 2021

Mr. Shockey 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 January 2021 bills, including Board travel, in the amount of \$572,629.93, Automated Clearing House (ACH) debits W0000614 amounting to \$14,067.95, and Electronic Refunds of \$112.66, with 9 adjustments of \$2,725.00, such warrants amounting to \$584,085.54. Transfers of funds for payroll amounted to \$530,414.81. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Musser, S. Boldt, Shockey,
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
There was no additional report.

Student Trustee
There was no report.

Shared Governance

Ms. Kuberski reported that the Shared Governance Committee convened on January 27, with 16 representatives from across campus. She thanked Mr. Endress and Ms. Groezinger for representing the Board on the committee. During the organizational meeting, breakout sessions were held to discuss how shared governance might look and why the people volunteered for the committee. There is a need to have more foundational information for the newer people in the group, and two committee models were shared: a senate model and a council model. The next meeting will be held on March 2.

Partners In Leadership

Ms. Kuberski reported that training sessions were held in January, with one of the February sessions rescheduled due to inclement weather. Those who participated have provided good feedback, and the majority of employees should be trained by midterm. Storytelling and focused recognition will be incorporated into meetings after people have been trained.

Vice President of Academic Services/CAO Search Update

Ms. Kuberski reported that two additional candidates came to campus last week for face-to-face interviews. The search committee is reviewing information and hoping to move toward finalization of the process.

Audit and Finance Committee

Mr. Shockey reported that the Audit and Finance Committee may meet in March around the regular meeting date.

ICCTA Representative

Mr. Endress reported that ICCTA met virtually the last Saturday in January. ICCTA is applying for a grant from the Joyce Foundation to gather data regarding the BSN initiative. Presidents' Council is still talking along those lines, and Ms. Kuberski has expressed to Presidents' Council that the College is still interested. ICCTA will not have a Lobby Day this year but encouraged trustees to reach out to their legislators individually. Senator Richard Durbin and Senator Tammy Duckworth held virtual meetings with ICCTA and trustees. The first round of ICCTA award nominations are due on February 26, with the second round due on March 26, and Mr. Endress would like the College to submit several nominations, if possible. If any trustees are interested in serving on ICCTA's Awards Committee, they should let Ms. Grimes or Mr. Endress know of their interest. The next ICCTA meeting will be held on March 12 and 13 in Schaumburg. The seminar will address the urgency to treat cybersecurity as a business decision. ICCTA has endorsed two candidates running for Association of Community College Trustees (ACCT) positions, including Mr. Fritz Larsen and Dr. Maureen Dunne.

Board Chair

Mr. Endress continues to have a great working relationship with Ms. Kuberski and the administrative team at the College, rescheduling Board meetings and dealing with COVID. He is impressed with how things are going, and gave kudos to Ms. Kuberski, the administrative team, and the entire College.

Administration

Ms. Gerber reported that the Illinois Community College Board approved a new Career Pathway Bridge program offered by Highland's Adult Education Department. The program is available to students working toward earning their GED or HSE. The bridge course is co-taught by HSE Instructor Ms. Cheri Heise, College Technical Math Instructor Mr. Tom Harrison, and Career Services Coordinator Mr. Anthony Musso. The next step is to develop an Integrated Education Training program that will help students transform to technical math while continuing to work toward earning a GED/HSE.

Mr. Phillips reported that Mr. Jim Yeager and Mass Communication students did their seventh broadcast last night. They have been broadcasting men's and women's basketball games, as well

as volleyball matches, and there has been around 600 views per game. The women's basketball game will be broadcast tonight. Mr. Phillips thanked trustees for giving students this opportunity. Ms. Kuberski stated that she is very impressed with the professionalism of the video and streaming, and Mr. Yeager and the students are doing a phenomenal job.

Ms. Janssen reported that the College continues to partner with the Stephenson County Health Department on a vaccination site. Next week, about 800 vaccines will be given to those who are 65 years of age and older, as well as school district employees. Nursing students and staff have assisted with the vaccine distribution in other counties. Ideally, Ms. Janssen would like to have a clinic here for faculty and staff down the road.

Mr. Anderson announced that the Lifelong Learning mailer went out. Over 70 people are enrolled in Lifelong Learning classes. One class has been filled and a second class has been offered.

Ms. Kuberski attended the joint meeting with the Presidents, Chief Student Services Officers, and Chief Financial Officers, which focused on diversity, equity, and inclusion. Ms. Juliet Moderow and Ms. Barb Statfield were also invited to join the meeting, and ideas will be shared with the Diversity Committee. This is the last semester before the College submits its Higher Learning Commission Assurance Argument. The goal is to have this in by mid-March, then the committee will review it, and it will be sent to Dr. Michael Boyd for review. The system locks down in August and efforts then shift to the visit in October. There is no information on whether the visit will be held virtually or face-to-face, but at this time things are proceeding as if they are on track as scheduled. Dr. Chelsea Martinez is the lead in facilitating the Assurance Argument and has done a phenomenal job. There is good involvement of faculty and staff in the midst of other challenges, and Ms. Kuberski commended those involved.

Strategic Plan

Ms. Gerber reported that the strategic plan report that was submitted is on the gymnasium renovation project.

CLOSED SESSION

Mr. Shockey moved and Mr. Musser 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: Endress, Jennings, Musser, S. Boldt, Shockey, Block, 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. 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 5:03 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 6:23 p.m., the Chairperson declared the motion carried, the Closed Session ended, and a brief recess. The meeting resumed at 6:29 p.m.

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 of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

No action was necessary.

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

1. Memorandum of Understanding (MOU) for Spring 2021 Between Highland Community College and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957. Due to the COVID-19 National Pandemic
Mr. Musser moved and Mr. Block seconded the motion that the Highland Community College Board approves the Memorandum of Understanding (MOU) for Spring 2021, as presented, with the Highland Community College Faculty Senate affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes for Calendar Year 2021

Mr. Endress appointed Mr. Boldt and Mr. Block to review the Closed Session minutes during calendar year 2021.

There was no other new business.

DATES OF IMPORTANCE

The March 10 quarterly Board retreat will be moved to Tuesday, February 23, in place of the regular February meeting. The retreat will begin at 1:00 p.m., with lunch available at 12:30 p.m. The next regular Board meeting is scheduled for March 23, 2021, at 4:00 p.m.

ADJOURNMENT

Mr. Block moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 6:37 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