

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Jim Endress, Chairperson, at 4:06 p.m. on March 23, 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.

MOMENT OF SILENCE IN MEMORY OF DR. STEVE JENNINGS

Mr. Endress asked for a moment of silence in memory of trustee Dr. Steve Jennings, who recently passed away. He explained that the slide of Dr. Jennings, which was projected on the screen in the Board room, was used at the Illinois Community College Trustees Association meeting earlier this month.

ROLL CALL

The following members were physically present: Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Hannah Boldt

The following members attended virtually: None

The following members were absent: Mr. Shawn Boldt

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS (departed 5:30 p.m.; returned 5:54 p.m.); and, Ms. Terri Grimes, Board Secretary

Others virtually present: 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; Dr. David Naze, Recommendation for Vice President/Chief Academic Officer, Academic Services (departed 5:32 p.m.; returned 5:54 p.m.); Mr. Pete Norman, Director, Athletics & Physical Education (departed 4:49 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:32 p.m.; returned 5:54 p.m.); Mr. Jim Yeager, Faculty (departed 5:23 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:32 p.m.; returned 5:54 p.m.); Dr. Chelsea Martinez, Faculty (departed 5:32 p.m.; returned 5:54 p.m.); Ms. Kerstin Curry, Student Information Specialist (departed 4:15 p.m.); Ms. Karen Brown, Director, Human Resources (departed 5:22 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 4:35 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (arrived 4:21 p.m.; departed 5:22 p.m.); Mr. Steve Gellings, Faculty (arrived 4:30 p.m.; departed 4:35 p.m.); and, Mr. Joe Grove, Faculty Senate President (arrived 4:47 p.m.; departed 5:32 p.m.; returned 5:54 p.m.)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Mr. Musser seconded the motion to approve the minutes of the February 11, 2021, regular meeting and the February 23, 2021, quarterly retreat, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Liz Gerber introduced Ms. Kerstin Curry, new Student Information Specialist.

BUDGET REPORT

Ms. Janssen reported that the annual update to the Resource Allocation and Management Plan (RAMP) will be available in April. The document works in conjunction with the Strategic Plan and Higher Learning Commission (HLC) criterion, and an appendix has been added to connect the budget with the Strategic Plan. Ms. Janssen referred to her PowerPoint presentation, noting that revenues and expenses are projected for the next three years. She provided a comparison of revenue and expenses, and things to consider as the budget is created. At the recommendation of Mr. Shockey, Ms. Janssen has been tracking the accuracy of the projections. In the FY20 results, there was a variance in revenue due to converting the debt certificates to bonds, and in expenses due to the debt certificates, employee turnover, and medical premiums. The RAMP document includes around 100 items in opportunities and challenges, many of which have been included in the budget. The appendix includes the first step to working toward a capital plan, and Ms. Janssen looks forward to discussing this more in April.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that the *Highland Horizon* newsletter was sent out today, and the Legacy Gala has been rescheduled from May 8 to October 2. This decision came down to the regulations from the Governor. Although restrictions will probably be lessened by May, the decision had to be made based on where restrictions are now, and the Wagner House had a cancellation on October 2. Change the date cards will be sent out next week, as well as a press release. The Foundation Corporate Partners breakfast is scheduled for April 13 at 7:30 a.m. in the renovated gymnasium. There has been a good response so far, and Mr. Reinke invited trustees to attend. Donors and friends of the College will also be invited if more people are allowed. This is a chance to thank the Foundation's corporate partners, since the golf event was rained out and some of the other benefits to engage the corporate partners were not able to be held.

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 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, Musser, Groezinger, Shockey, H. Boldt
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Esports Collegiate Athletic Program

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the addition of esports as an intercollegiate athletic program.

Ms. Kuberski explained that esports needed Board approval to move forward before securing a coach and space. Mr. Norman explained that the next steps would be to find a coach and location, and he hopes to realistically launch esports in the Fall of 2022, but perhaps next Spring if everything is in place.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. 2021 – 2024 Academic Calendar

Mr. Musser moved and Mr. Shockey seconded the motion to approve the 2021 – 2024 academic calendar, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution to Place the Mechatronics Program and Related Stackable Certificates on Inactive Status

Mr. Block moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, placing the Mechatronics program, the Industrial Electronics and Controls Certificate, and the Industrial Maintenance Certificate on inactive status.

Ms. Kuberski explained that, with Mr. Steve Gellings retiring, it was important to put the program on inactive status so students may complete their degree. Inactive status allows the College to give them that opportunity before the program is closed. Mr. Anderson noted that there will be a savings of between \$1,500 and \$2,500 for software, as well as supplies and instructor costs, and there are some materials, such as oscilloscopes, that can be used by the Physics department. The roll call on the motion was as follows:

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

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

B. Administration

1. Approval of Additional Vacation Carryover for Eligible Non-union Classified Professional and Administrative Staff Due to the COVID-19 Pandemic

Mr. Musser moved and Mr. Shockey seconded the motion to approve a one-time vacation carryover of five additional days into FY22 for eligible non-union classified, professional, and administrative staff due to the COVID-19 pandemic. These days are in addition to the five days normally allowed for carryover in Policy 4.095. The additional days must be used by September 30, 2021. These days will not be automatically converted to sick leave.

Ms. Kuberski noted that some people have not been able to use their vacation because things are in transition and employees are figuring out Express Registration, online services, and making sure things are in place for Fall. Ms. Groezinger asked how the statement about "once normal College operations resume" is interpreted. Ms. Kuberski reported that there is a work group looking at the policy and what might need to be adjusted and what may or may not be allowed long-term after the pandemic. The Policy Committee will also look at the number of vacation days allowed for carryover. Ms. Groezinger cautioned about the use of the word "normal."

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Affirmation of College Mission and Support Statements
Mr. Block moved and Mr. Musser seconded the motion to affirm the College mission and support statements, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. New Job Description: Educational Specialist, Upward Bound
Mr. Shockey moved and Mr. Musser seconded the motion to approve the new job description, as presented, for Educational Specialist, Upward Bound with placement at range 22 on the Highland Salary Range Table. This is a part-time, classified, grant-funded position and is included in the Upward Bound grant for the FY21 grant year. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Authorization to Move Forward with Plans and Bidding for the Nursing Hospital Simulation and Learning Center Remodel Project
Mr. Block moved and Mr. Musser seconded the motion to authorize administration to move forward with plans and bidding for the Nursing hospital simulation and learning center remodel project at a cost not to exceed \$500,000. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Contract Between Highland Community College and Interact for Image and Fundraising Campaign

Mr. Musser moved and Mr. Shockey seconded the motion to approve the agreement between Highland Community College and Interact in the amount of \$115,000 for the development and execution of an image campaign, including strategy and creative development, messaging, campaign implementation, and reporting on key metrics. Included in this contract is work that will be done for the Highland Community College Foundation to tie the image campaign in with fundraising efforts. The majority of the contract will be paid from a \$100,000 gift to the Foundation. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Musser, H. Boldt
NAYS: Groezinger

The vote being five ayes and one nay, the motion carried.

3. Payment of Bills and Agency Fund Report – February 2021

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2021 bills, including Board travel, in the amount of \$777,918.44, Automated Clearing House (ACH) debits W0000615 amounting to \$17,940.41, and Electronic Refunds of \$39,202.23, with 2 adjustments of \$210.00, such warrants amounting to \$834,851.08. Transfers of funds for payroll amounted to \$574,904.00. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Musser, Groezinger, 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

Ms. Janssen has received additional information regarding the American Rescue Plan (ARP), and it appears the College will receive about \$3.8 million, 50 percent of which must go to students, and the other 50 percent to institutional needs. At this point, she has heard that the funds will need to be used by September 2023, and she has also learned more about the CRRSAA funds.

Student Trustee

There was no report.

Shared Governance

Ms. Kuberski reported that the Shared Governance task force met on March 16 and discussed the pros and cons of the senate model, where members are elected to serve, and the council model, where members volunteer to serve. At this point, it seems that the group is interested in a hybrid model, with small scale, sustainable terms. There would be a survey among groups, including faculty, classification types, and Board members regarding aspects to include in the Highland model. Ms. Kate Perkins and Ms. Kuberski met with Student Senate to try to recruit a couple students for the Shared Governance task force. The task force is making steady progress, and breakout sessions are modeling shared governance. Ms. Groezinger stated that the emphasis on communication will be positive at the College.

One Highland (Partners In Leadership)

Ms. Kuberski reminded trustees that part of the movement in culture work is to refer to it as something internal that allows the College to “claim it” in an effort to be more collaborative and have a one team approach. A “One Highland” logo has been developed for that work, and the initiative will be referred to as One Highland. Two more workshops are planned, one at the end of next week and one that would allow custodial/maintenance staff to attend. An integration meeting is also scheduled in April, which circles back to the original meeting regarding hurdles and communication. Focused recognition, focused feedback, and focused storytelling will also be incorporated into the meetings. Currently, between 50 and 60 percent of faculty and staff have participated or signed up, with the goal of 100 percent participation. Agendas now list focused storytelling to reinforce stories and dispel the negative myths that have been living in the culture. Focused recognition recognizes others, and focused feedback focuses on how a person is doing and is an opportunity to exchange feedback and better promote those values. Ms. Groezinger asked if the reason why only 60 percent of faculty and staff have participated is due to COVID, and Ms. Kuberski reported that may be part of it. The sessions have been held through Zoom and some would prefer face-to-face meetings. Restrictions also make breakout sessions more limited. Ms. Groezinger stated that, from a Board perspective, we are One Highland, and Ms. Kuberski noted that it is important that people want to be involved ~~and not forced~~ [cku1].

Audit and Finance Committee

Mr. Shockey reported that the committee met at 3:00 p.m., and were introduced to some of the new people who will be working on the audit. There will be additional work this year due to CARES and other funding. He wished the new committee well.

ICCTA Representative

Mr. Endress provided an update on the March ICCTA meeting, which included recognizing Mr. Rich Anderson, trustee from the College of Lake County, who attended his last meeting after serving 48 years on the board; roundtable discussions on eLearning, and how to handle virtual board meetings and public comments; what will happen with CARES and CRRSAA funding; and, an afternoon seminar entitled “The Urge to Treat Cybersecurity as a Business Decision.” During the seminar, information was shared on Heartland Community College’s data breach and how they recovered, and the information from the session has been shared with Mr. Pete Fink. During the

Government Relations and Public Policy Committee, Ms. Jessica Nardulli provided an update on HB3619 and SB1836, which would allow community colleges to offer a bachelor of science in early childhood education. Previous discussions centered around community colleges offering a bachelor of science in nursing (BSN), but the focus will now shift to early childhood education before trying the BSN. HB2867 addresses the MAP grant set-aside, and trustees were requested to sign on in favor of the bill. Mr. Jim Reed, ICCTA Executive Director, was invited to be the College's commencement speaker over a year ago, but the ceremonies were held virtually and a faculty member gave the address. Mr. Reed agreed to give the address this year, and he will attend the next Board meeting on April 27 and have a campus tour. Mass Communication will record Mr. Reed's speech, and then he will attend the Board meeting and dinner. Ms. Groezinger asked about the College's cybersecurity insurance coverage, and Ms. Janssen will provide the information to trustees. The insurance covers certain costs and losses.

Board Chair

Mr. Endress and Ms. Groezinger serve on the Shared Governance task force. State statutes have been followed regarding filling Dr. Steve Jennings' Board seat, and the seat must be filled within 60 days or the State of Illinois fills the vacancy. In 2016, ICCTA submitted names to the Illinois Community College Board (ICCB) to fill the ICCTA vacancy on that board, and Governor Pritzker has asked for a new list with the names of democrats south of I-80 to bring diversity to ICCB. Mr. Endress continues to be involved in Shared Governance in addition to everything in which the chair is involved. He reported that the committee to review applications for the trustee vacancy includes the Board Chair, Board Secretary, and two trustees, and he has appointed Mr. Block and Ms. Groezinger to the committee, which will screen applicants for the vacant two-year seat and interview candidates, if necessary. The plan is to bring a recommendation to the April 27th full Board meeting and seat the new trustee at that meeting in order to meet the guidelines and requirements.

Administration

Ms. Janssen reported that the College is partnering with the Health Department and the National Guard for a vaccine clinic on March 29 and 30. The clinic is by appointment and will not be open to the public. The College is happy to partner with the Health Department and National Guard and to be a vaccination location as often as we can.

Mr. Anderson reported that on March 4, Lifelong Learning had 170 registrations and is now up to 217. Ms. Melissa Johnson, Early Childhood Education Coordinator, is involved in discussions regarding the bachelor of science in early childhood education initiative. Mr. Anderson was asked if there were any Lifelong Learning crossover classes in MIG welding, and he reported that Lifelong Learning is not doing much with ag so that the College does not compete with the University of Illinois Extension. CDL is very busy due to grant dollars, and has been filling classes. A second truck and instructor have been brought to campus. The funding is available for students in CDL and other programs on campus.

Mr. Block asked Ms. Gerber about participation in the Counselors' Luncheon, and she reported that counselors were surveyed to see who wanted to attend in person or online and it was about a 50/50 split, so half of the attendees will come to campus and the session will be recorded for those who wanted to attend virtually. Ms. Gerber reported that the Handshake platform is being used to

connect job seekers and employers, and Highland moved to Handshake because it is more user-friendly. Employers can enter their jobs into the system at no charge, and approximately 100 employers will be participating in the upcoming Job Fair. Ms. Groezinger affirmed that Handshake is very user-friendly.

Ms. Kuberski reported that the first COVID Emergency Operations Team meeting was held on March 10, 2020, and since then, over 125 meetings have been held. At the beginning of the pandemic, meetings were held every day for two to three hours, and now the meetings are down to two times per week for 20 to 30 minutes each. The State's guidelines have been modified and outline what needs to happen for the State to move to the Bridge Phase. Under current restrictions, 62 individuals are allowed in the conference center, and Mr. Pete Norman is working on allowing athletes to invite family members to the remaining basketball games and volleyball match. Since 50 are allowed in the gymnasium, those attending will be limited to immediate family members. Ms. Kuberski expressed her gratitude and appreciation to the Emergency Operations Team, noting that the group has been faithful, collaborative, and supportive, and it has been a team effort. The team has thought about what is best for everyone in order to provide the quality services for which Highland is known. Ms. Kuberski communicated yesterday to campus regarding the next Phase, and information is also provided during Campus Connection meetings. The College has been thinking about how to maintain services and what is best for students in the midst of COVID.

Strategic Plan

Ms. Gerber reported that the strategic planning process is underway with the goal to have a new plan published by 2022. NIU's Governmental Studies department is completing an environmental scan, which will be the foundation as the College goes through the process. Ms. Gerber met with Full Cabinet to talk about the process, schedule, and how to proceed. Representatives include all employee groups across campus, and additional external members, such as superintendents, alumni, and other key community leaders. The process is inspired by the "Building Communities" document on working with the community to understand the needs of the community. A lot of information will be gathered, and there will be focus groups in each region. Faculty member Mr. David Esch and Director of Human Resources Ms. Karen Brown will be the cochairs, and Ms. Gerber and Ms. Kuberski will work with them on a kickoff meeting that will include the external partners.

Ms. Kuberski circled back to her earlier report and thanked Ms. Janssen for leading the Emergency Operations Team, noting that Ms. Janssen has done a tremendous job organizing and leading the charge.

At 5:22 p.m., the Chairperson declared a recess; the meeting resumed at 5:28 p.m.

CLOSED SESSION

Mr. Musser 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; 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: Block, Endress, Musser, Groezinger, Shockey, 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 5:32 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: Endress, Musser, Groezinger, Shockey, Block, H. Boldt
NAYS: None

At 5:54 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

A. **Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity**

1. **Appointment: Vice President/Chief Academic Officer (CAO), Academic Services**

Mr. Musser moved and Mr. Shockey seconded the motion to approve the appointment of Dr. David Naze as Vice President/Chief Academic Officer, Academic Services beginning March 23, 2021, at a FY21 salary of \$112,840, plus appropriate fringe benefits and a moving expense allowance up to \$5,000. This is a full-time, exempt administrative position and is within the FY21 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Director, Adult Education Programs (Grant Funded)
Ms. Groezinger moved and Mr. Block seconded the motion to approve the appointment of Rachel Feldhaus as full-time Director, Adult Education Programs, beginning April 5, 2021, at an annual salary of \$62,834, plus appropriate fringe benefits. This is a full-time, exempt administrative position and is within the FY21 Adult Education grant budget. This grant-funded position is dependent on continued adequate grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate. Affiliated with AFT/IFT Local 1957 Extending the Terms and Conditions of the Collective Bargaining Agreement for the 2021 – 2022 Academic Year
Mr. Block moved and Mr. Musser seconded the motion that the Highland Community College Board approves the one-year extension of the current collective bargaining agreement with the Faculty Senate, as presented, extending the terms and conditions for the 2021 – 2022 academic year. In addition, the full-time faculty salary schedule will receive a two percent increase on the base, with all steps honored. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on June 10, 2021, at 8:30 a.m. The next regular Board meeting will be held on April 27, 2021, at 4:00 p.m.

ADJOURNMENT

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 6:00 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