

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

PRESENT BOARD AS ORGANIZED

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 4:01 p.m. on April 27, 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 FOUNDING TRUSTEE DELBERT SCHEIDER

Mr. Endress asked for a moment of silence in memory of founding trustee Mr. Delbert Scheider, who passed away recently, noting that it is not every day that one honors someone who did something 60 years ago.

ROLL CALL

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

The following members attended virtually: None

The following members were absent: None

Others physically present: Ms. Chris Kuberski, President; Mr. James Rhyne Jr., Trustee-elect; Ms. Sarah Kuhlemeier, Trustee-elect; Mr. Craig Knaack, Trustee-elect; Ms. Hailey Johnson, Student Trustee-elect; Mr. Pete Fink, Director, ITS; Mr. Alex Janssen, Fine Arts Technical Coordinator; Ms. Rachel Feldhaus, Director, Adult Education; Dr. Jim Reed, Executive Director, Illinois Community College Trustees Association; and, Ms. Terri Grimes, Board Secretary

Others virtually present: Ms. Jill Janssen, Vice President, Administrative Services/Board Treasurer; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Dr. David Naze, Vice President/Chief Academic Officer, Academic Services; Mr. Jeff Reinke, Executive Director, HCC Foundation; Mr. Rhys Love, Forensics Team Member; Ms. Rebecca Anderson, Coordinator, Lifelong Learning Programs and International Preservation Studies Center; Dr. Joe Kanosky, President Emeritus; Ms. Dezi Brooks, Forensics Team Member; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Leslie Schmidt, Director, Marketing & Community Relations; Mr. Mike Sherman, Forensics Team Member; Dr. Andy Dvorak, Retired Faculty; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Harry Bodell, Faculty and Forensics Coach; Ms. Sarah Goeke, Director, Columbia College

Freeport Campus; Mr. Jim Yeager, Faculty; Ms. Karen Brown, Director, Human Resources; and, Mr. Dan Dick, Major Gifts Officer, HCC Foundation

APPROVAL OF MINUTES

Mr. Shockey moved and Mr. Musser seconded the motion to approve the minutes of the March 23, 2021, Audit & Finance Committee and regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES ELECTION HELD APRIL 6, 2021

Ms. Groezinger moved and Mr. Musser seconded the motion to approve the Resolution, as presented, regarding the election results of the April 6, 2021 election. The roll call on the motion was as follows:

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

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

PRESENTATION OF TRUSTEE SERVICE AWARDS

Mr. Endress presented service awards to Mr. Musser for five years on the Board, and to Mr. Block for 15 years on the Board. He noted that Dr. Steve Jennings served for 10 years and his family asked that a donation be made to a scholarship in the Business & Technology division in lieu of his service award.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Boldt thanked trustees for allowing her to be the student voice, noting that she was not a Student Trustee long but she enjoyed it. Mr. Endress presented her with a token of appreciation.

COMMENTS FROM OUTGOING TRUSTEES

Mr. Musser echoed what Ms. Boldt said, noting that he appreciated the time he spent on the Board. He said that a lot of good things happened, he made good friends, and formed good relationships. Mr. Endress presented Mr. Musser with a token of appreciation.

Mr. Shockey expressed his appreciation to the citizens who elected him in 2003, noting that trustees represent the taxpayers, and he urged the Board to think about that. He worries about what the College will be in 15 years, and stated that it is an asset of the district. He expressed his appreciation to administration, faculty, and staff, and wished everyone the best. Mr. Endress presented Mr. Shockey with a token of appreciation.

OTHER

There was no other business.

ADJOURNMENT SINE DIE OF OLD BOARD

Mr. Musser moved and Mr. Block seconded the motion to adjourn the meeting. At 4:12 p.m., the vote being unanimous and there being no other business, the Chairperson declared the meeting adjourned sine die.

Respectfully submitted,



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

ORGANIZATIONAL MEETING – CONVENING OF NEW BOARD

The organizational meeting of the Board of Illinois Community College District No. 519 was called to order by Ms. Chris Kuberski, College President, at 4:12 p.m. on April 27, 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.

ROLL CALL

The following members were physically present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger, and Mr. Shawn Boldt

The following members were absent: None

The following members attended virtually: None

Others physically present: Ms. Chris Kuberski, President; Mr. James Rhyne Jr., Trustee-elect; Ms. Sarah Kuhlemeier, Trustee-elect; Mr. Craig Knaack, Trustee-elect; Ms. Hailey Johnson, Student Trustee-elect; Mr. Pete Fink, Director, ITS (departed 5:56 p.m.; returned 6:24 p.m.); Mr. Alex Janssen, Fine Arts Technical Coordinator (departed 5:08 p.m.); Ms. Rachel Feldhaus, Director, Adult Education (departed 4:44 p.m.); Dr. Jim Reed, Executive Director, Illinois Community College Trustees Association (departed 5:45 p.m.; returned 6:24 p.m.); and, Ms. Terri Grimes, Board Secretary

Others virtually present: Ms. Jill Janssen, Vice President, Administrative Services/Board Treasurer; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Dr. David Naze, Vice President/Chief Academic Officer, Academic Services; Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:56 p.m.; returned 6:24 p.m.); Mr. Rhys Love, Forensics Team Member (departed 4:59 p.m.); Ms. Rebecca Anderson, Coordinator, Lifelong Learning Programs and International Preservation Studies Center (departed 5:30 p.m.); Dr. Joe Kanosky, President Emeritus (departed 4:56 p.m.); Ms. Dezi Brooks, Forensics Team Member (departed 4:51 p.m.); Mr. Pete Norman, Director, Athletics & Physical Education (departed 4:55 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:45 p.m.); Mr. Mike Sherman, Forensics Team Member (departed 4:58 p.m.); Dr. Andy Dvorak, Retired Faculty (departed 5:31 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 5:08 p.m.); Mr. Harry Bodell, Faculty and Forensics Coach (departed 4:59 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:41 p.m.); Mr. Jim Yeager, Faculty (departed 5:28 p.m.); Ms. Karen Brown, Director, Human Resources (departed 4:28 p.m.); Mr. Dan Dick, Major Gifts Officer, HCC Foundation (departed 4:55 p.m.); Ms. Shirley Hounnou, Forensics Team Member (arrived 4:13 p.m.; departed 4:59 p.m.); Mr. Joe Grove, Faculty Senate President (arrived 4:27 p.m.; departed 5:47 p.m.); and, Ms. Karla Giuffre, Faculty (arrived 4:43 p.m.; returned 4:47 p.m.)

SEATING OF NEWLY ELECTED TRUSTEES

Mr. James Rhyne Jr. and Ms. Sarah Kuhlemeier, newly elected trustees, were sworn in and seated.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Ms. Hailey Johnson, newly elected student trustee, was sworn in and seated.

APPROVAL OF TRUSTEE TO FILL THE VACANCY CREATED BY THE PASSING OF DR. STEVE JENNINGS

Mr. Block moved and Ms. Groezinger seconded the motion to approve the appointment of Mr. Craig Robert Knaack to fill the remaining two-year term on the Board of Trustees created by the passing of Dr. Steve Jennings. The vote being unanimous, the motion carried.

SEATING OF NEWLY APPROVED TRUSTEE

Mr. Craig Knaack, newly approved trustee, was sworn in and seated.

BOARD REORGANIZATION AND ELECTION OF OFFICERS

Ms. Groezinger nominated Mr. Endress to serve as Chair of the Board, and Mr. Block seconded the nomination. Ms. Kuberski asked if there were any other nominations and there were none. Mr. Boldt moved and Ms. Groezinger seconded the motion that nominations be closed. The vote being unanimous, the nominations were declared closed. Ms. Kuberski asked for a vote to elect Mr. Endress Chair of the Board. The vote being unanimous, Ms. Kuberski declared the motion carried and turned the meeting over to Mr. Endress, newly elected Chair.

Mr. Block nominated Ms. Groezinger to serve as Vice Chair of the Board, and Mr. Boldt seconded the nomination. Mr. Endress asked if there were any other nominations, and there were none. Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion that nominations be closed. The vote being unanimous, Mr. Endress declared the motion to close nominations carried. Mr. Endress asked for a vote to elect Ms. Groezinger Vice Chair of the Board. The vote being unanimous, the Chair declared the motion carried.

Ms. Groezinger nominated Ms. Terri Grimes to serve as Secretary of the Board, and Mr. Knaack seconded the motion. Mr. Endress asked if there were any other nominations and there were none. Mr. Knaack moved and Mr. Rhyne seconded the motion that nominations be closed. The vote being unanimous, Mr. Endress declared the motion to close nominations carried. Mr. Endress asked for a vote to elect Ms. Terri Grimes Secretary of the Board. The vote being unanimous, the Chair declared the motion carried.

Mr. Endress welcomed the new trustees and noted that their seats at the Board table could be changed, if they so choose.

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the recommendation that the Board of Trustees set the regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m., with the exception of the August 2021 meeting, which will be held on the third Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) on the second floor of the Student/Conference Center on the Highland Community College Campus in Freeport, Illinois. The roll call on the motion was as follows:

AYES	Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Block, Johnson
NAYS:	None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF AGENDA

Mr. Endress recommended that the first reading of Chapter IV of the Policy Manual (agenda item XVI-B-2) be removed from the agenda because parts of the policies were difficult to read. Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Ms. Rebecca Anderson, Coordinator of Lifelong Learning, provided public comments, recognizing Ms. Groezinger and Ms. Grimes for liking, following, and sharing the Lifelong Learning Facebook posts. She expressed her appreciation for their support, noting that she has seen a spike in the number of views for these posts.

INTRODUCTIONS

Ms. Kuberski introduced Mr. Harry Bodell, Speech instructor and Forensics coach and recognized the team for their recent success at Nationals. Mr. Bodell introduced team members Mr. Michael Sherman, Ms. Desi Brooks, Mr. Rhys Love, and Ms. Shirley Hounnou, noting that it was a challenging season and he is proud of the students. Ms. Kuberski also recognized Mr. Pete Norman, Director of Athletics & Physical Education, on being inducted into the National Junior College Athletics Association Men's Basketball Coaches Hall of Fame. Ms. Liz Gerber introduced Ms. Rachel Feldhaus, Director of Adult Education, and Ms. Kuberski introduced Dr. David Naze, Vice President/CAO, Academic Services.

Mr. Endress introduced Dr. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA). This is Dr. Reed's first trip to Highland, and earlier today he recorded his commencement speech for Highland's virtual graduation. Dr. Reed thanked the new trustees, noting that ICCTA represents all trustees around the state. Highland is the 20th community college he has visited to date, and Dr. Reed works closely with the community college presidents to advocate for community colleges. He thanked Mr. Endress for his support and all Mr. Endress does with ICCTA.

RECOGNITION OF NATIONAL CHAMPIONS

The Forensics team was recognized earlier in the meeting.

PRESENTATION OF THE JOE AND JENNIFER KANOSKY STUDENT TRUSTEE SCHOLARSHIP

Dr. Joe Kanosky presented the Joe and Jennifer Kanosky Student Trustee scholarship to Ms. Hailey Johnson. Dr. Kanosky noted that, in the past, student trustees have had the opportunity to attend meetings with other students. The student trustee has a symbolic but important vote, and is the voice of the students to represent the students. He also noted that since he retired from the College six years ago, all the student trustees have been females.

BUDGET REPORT

The Resource Allocation and Management Plan (RAMP) has been completed, and Ms. Janssen will share the electronic document with trustees and College employees. The document is done in conjunction with the Strategic Plan and Higher Learning Commission (HLC) criterion. In recent years, an appendix has been added that makes the connection between the RAMP document and the strategic plan. The new opportunities and challenges section includes many ideas for revenue and expense reduction, as well as the estimated financial impact of each item. Every department and division on campus has provided updates, and the needs were linked to the specific strategic planning item they support. Overall, there are 108 items. All of the needs have been put into a crosswalk table to highlight the direct connection to the strategic plan. This year, a table was added that summarizes all of the capital items identified. Items are categorized by the ideal time frame for completion, type of project, and estimated cost. Next steps include taking the information to other groups, and processes to ensure these items are meshed into the budget. Ms. Janssen anticipates that a work group will be developed specific to the capital items to further create groupings of the projects, gain an understanding from the departments and divisions, and develop a process for prioritization, keeping in mind future bond issuances, fundraising, and grant opportunities.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, thanked Dr. and Mrs. Joe Kanosky for providing the student trustee scholarship, noting that the Foundation is the steward of many scholarships. He welcomed the new trustees and the student trustee. Mr. Reinke got to know Mr. Delbert Scheider, a friend of the Foundation, who had emeritus status and was recognized at the very first Legacy Gala. His passion and commitment to the College will be missed. The Foundation will send out an alumni appeal, and last year about 130 gifts were received and an alumni scholarship was established. The \$500 scholarship will be awarded to a student this year, with the hope to grow the fund to around \$50,000. The first Corporate Partnership breakfast was held in the gymnasium, with attendees capped at 50. Twenty-four of 34 partners were represented at the event. Plans have begun for the 2021 – 22 Corporate Partner program. Mr. Reinke has discussed with Ms. Kuberski opportunities to enhance the Corporate Partner benefits, including signage at entrances and banners in buildings. The Foundation Legacy Gala is rescheduled to October 2 and will recognize

Mrs. Marjorie Phillips with the Del Scheider Legacy Award. Mrs. Phillips and her husband established the first Foundation scholarship. The Legacy Campaign has entered the quiet phase, and to date, over \$500,000 has been committed, with \$1.5 million in pending asks, and a goal to raise \$4 million in a two-year period. The Foundation Development Committee has been engaged to facilitate connections and introductions.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Part-time Instructors, Overload, and Other Assignments

Recommendation: That the list of part-time instructors, overload, and other assignments be approved for the Spring of 2021, as presented.

C. Personnel

1. Revised Job Title: Coordinator, Student Success

Recommendation: That the Board of Trustees approves the revised job title of Coordinator, Learning Services to Coordinator, Student Success, as presented, with placement remaining at range 27 on the Highland Salary Range Table. This is a full-time, exempt professional position.

2. Revised Job Title/Job Descriptions: Vice President/CFO, Administrative Services; Vice President/CSSO, Student Development and Support Services

Recommendation: That the Board of Trustees approves the revised job titles of Vice President, Administrative Services to Vice President/CFO, Administrative Services, and the Vice President, Student Development and Support Services to Vice President/CSSO, Student Development and Support Services, as presented. Placement for both positions remains at range 45 on the Highland Salary Range Table. These are full-time, exempt administrative positions.

D. Financial (None)

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

AYES: Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress,
Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Planned Retirement Program for Full-time Administrative, Professional, and Classified Union Employees

Mr. Block moved and Mr. Boldt seconded the motion to approve the continuation of the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2022.

It was noted that, under this program, no more than five employees will be able to participate in the program, and they would receive a maximum of a three percent increase each year.

The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress,
Groezinger, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel

This item was removed from the agenda earlier in the meeting.

C. Personnel

1. Revised Job Title/Job Description: Coordinator, Lifelong Learning and Business Training

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the revised job description and job title of Coordinator, Lifelong Learning Programs and International Studies Preservation Center (ISPC) to Coordinator, Lifelong Learning and Business Training, as presented, with placement remaining at range 26 on the Highland Salary Range Table. The effective date of the job title change is April 19, 2021. This is a part-time, non-exempt professional position. The roll call on the motion was as follows:

AYES: Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger,
Boldt, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Capital Development Board Project "Replace Carpet"

Mr. Block moved and Mr. Knaack seconded the motion to approve the College's participation in and required 25% matching contribution amounting to \$143,750 for an Illinois Capital Development Board deferred maintenance project to replace carpet in campus buildings. The roll call on the motion was as follows:

AYES: Kuhlemeier, Knaack, Block, Endress, Groezinger, Boldt,
Rhyne, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Bid: Theatre Rigging and Lighting Replacement Project in the Ferguson Fine Arts Center (Building "F")

Mr. Boldt moved and Ms. Groezinger seconded the motion to authorize acceptance of the low base bid and alternate bids #1 and #2 meeting specifications from Mainstage Theatrical Supply, Milwaukee, WI in the amount of \$553,456.00 for the theatre rigging and lighting replacement project in the Ferguson Fine Arts Center (building "F"). This bid is within the projected budget for the project. The roll call on the motion was as follows:

AYES: Knaack, Block, Endress, Groezinger, Boldt, Rhyne,
Kuhlemeier, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. University of Illinois Extension – Stephenson County Lease Agreement

Ms. Groezinger moved and Mr. Knaack seconded the motion that the Highland Community College Board enters into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 3,007 square feet of space in the Community Services Center, at the following annual rates:

\$41,759.71 for the period July 1, 2021 through June 30, 2022 (FY22)
\$42,386.11 for the period of July 1, 2022 through June 30, 2023 (FY23)
\$43,021.90 for the period of July 1, 2023 through June 30, 2024 (FY24)

The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures.

Ms. Kuhlemeier asked about there being enough space in that area during COVID, and Ms. Kuberski responded that it had not been raised as an issue when

Ms. Kuberski and Ms. Janssen met with Ms. Margaret Larson from the University of Illinois Extension.

The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Boldt, Rhyne, Kuhlemeier,
Knaack, Johnson

Whereupon the Chairperson declared the motion carried.

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

Mr. Block moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the March 2021 bills, including Board travel, in the amount of \$879,230.88, Automated Clearing House (ACH) debits W0000616 amounting to \$21,335.40, Other Debits D0000106 amounting to \$23.51, and Electronic Refunds of \$4,453.95, with 4 adjustments of \$260.63, such warrants amounting to \$904,783.11. Transfers of funds for payroll amounted to \$586,806.08.

Mr. Endress explained that a member of the Audit & Finance Committee reviews the bills on a monthly basis, but any trustee can ask to review the bills with the committee member.

The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kuhlemeier,
Knaack, Block, Johnson
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. Knaack asked if the College was running behind in revenue, and Ms. Janssen reported that tuition revenue is not where it should be if it was tracking on budget. The College is able to use CRRSAA funds to cover lost revenue, and she will be discussing this with the auditors.

Student Trustee

There was no report.

Shared Governance

Ms. Kuberski reported that the Shared Governance task force was formed to think about strengthening the shared governance approach. Ms. Groezinger and Mr. Endress represent the trustees on this task force, and there are also representatives from all employee groups. During the

April 19th meeting, key themes were determined, including inclusivity, alignment, communication, participation, collaboration, and engagement. Next steps are to finalize the definition and break into subgroups to determine how to make decisions, best practices of shared governance on campus, and how to communicate out. An update will be provided at the Campus Connection meeting on May 20. Campus Connection is very well attended and people want it to continue. This is a positive outcome of communication and a way to share updates, and Ms. Grimes can share the link to Campus Connection with trustees.

One Highland

Ms. Kuberski explained that the College began culture work on campus after surveys revealed that employees believed there were issues of trust and accountability. Ms. Kuberski attended a presentation at the Illinois Council of Community College Administrators (ICCCA) conference where representatives from Richland Community College shared their experience with Partners In Leadership (PIL), and Ms. Kuberski was impressed with the work that they had done. About 30 Highland representatives including the Vice Presidents, Deans, Directors, and others went through the initial PIL training, and four internal facilitators are training others. The effort has been branded "One Highland," and the cultural beliefs of Rise Up, Open Up, Own It, Be Bold, and One HCC have been identified. These are the cultural beliefs the College wants to encourage and imbed in the hope that they will impact the key results of trust and culture, enrollment, financial health, and academic quality. Three tools are used including focused feedback, focused storytelling, and focused recognition, and the next step is to integrate these tools into meetings. Another One Highland session will be held in the Fall to make sure everyone has the opportunity to participate in the training.

Audit and Finance Committee

Mr. Endress reported that the committee will need a new chair because Mr. David Shockey previously chaired the committee, and Mr. Blake Musser was a committee member. The primary role of the committee is to solicit and select an audit firm for the College, meet with the auditors to discuss potential areas for them to examine, and to review and accept the audit. A change was made so that only the Audit and Finance committee members rotate through the review of bills, where previously all trustees took a turn. Mr. Endress expressed his belief that there is merit in all trustees reviewing bills on a rotation.

ICCTA Representative

Mr. Endress is currently the College's ICCTA representative and voting delegate, and Ms. Groezinger serves as alternate. Any trustee may attend the ICCTA meetings, but only the delegate may vote. The ICCTA Nominating Committee met last Friday to review nominations for officers. Mr. Endress serves on the ICCTA executive committee, which meets on Thursday, and the full ICCTA board will meet next week. The ICCTA annual convention will be held on June 4 and 5. All trustees must meet training requirements regarding the Open Meetings Act, board ethics, etc. One way to receive the training is at the ICCTA annual convention, and Mr. Endress noted that the ICCTA training will also be offered virtually at some point. ICCTA is a remarkable organization that serves the needs of all community colleges in the state. It is a way to network and learn more about best practices for community colleges. Ms. Groezinger stated that ICCTA provides a constant opportunity to learn from other community colleges. She is on ICCTA's Awards Committee and complimented the team for submitting the nominations for the full- and

part-time faculty, and alum awards, noting that they are strong leaders. Mr. Endress closed by saying he has been very involved on the state level and it has been very rewarding.

Board Chair

Mr. Endress attended the Western Illinois University ceremonial signing yesterday for the articulation agreement that will provide elementary education training to our graduates on this campus. This is the first agreement of its kind in Illinois, and Highland is the first community college in Illinois to do this. Ms. Groezinger and Mr. Endress have attended the shared governance task force and One Highland meetings, and Mr. Endress represented trustees at the Foundation's Corporate Partners breakfast.

Administration

Dr. Naze reported that the search committee for the Dean of Nursing and Allied Health has convened. The Monroe Clinic, Hospital, and Foundation are offering two scholarships for Highland's Medical Assistant program. Each Monday, Dr. Naze sends out a weekly update. The Illinois Board of Higher Education has released a draft of their strategic plan, which may be found at ibhe.org, and town halls will be held to receive public comments. Dr. Naze recognized Mr. Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, as an integral part of the WIU agreement from start to finish. Last week, Dr. Naze attended the Freeport School District board meeting and will meet with Superintendent Dr. Anna Alvarado this week. He will also meet with the 14 school districts throughout this year. Dr. Naze concluded his report by noting that Ms. Kay Ostberg and Ms. Cristina Sztencus are leading efforts to support conversations on racism, which is a good opportunity to explore challenges.

Mr. Anderson reported that on April 7, Lifelong Learning had 224 enrollments, which are now up to 264, of which about 200 are unduplicated.

Ms. Janssen reported that she did not have an administrative report this month but will have a report next month.

Ms. Kuberski congratulated the Nursing department on being granted initial accreditation through ACEN (Accreditation Commission for Education in Nursing). The accreditation visit included virtual tours so members could see the spaces at Highland. This accreditation speaks to the quality of the Nursing program. Highland's program is one of the first to be accredited in the region, and Ms. Kuberski thanked the Nursing faculty and others who got the College to this point. A generous donation allowed the Nursing faculty to attend conferences to get up-to-speed, and Ms. Kuberski thanked the donor for allowing that opportunity.

Strategic Plan

Ms. Gerber announced that the first kickoff meeting will be held tomorrow afternoon. Cochairs of the Strategic Planning Council include Ms. Karen Brown, Director of Human Resources, and Mr. David Esch, faculty member. The Council includes Full Cabinet and some external representatives, and will organize into subcommittees, discuss focus group questions, and determine key people to interview.

At 5:45 p.m., the Chairperson declared a recess; the meeting resumed at 5:53 p.m.

CLOSED SESSION

Ms. Groezinger moved and Mr. Boldt seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body, or against legal counsel for the public body to determine its validity; and, collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to the Open Meetings Act, and to return to open session for possible action. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Johnson
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 5:56 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger,
Johnson
NAYS: None

At 6:24 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

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 Between Highland Community College District #519 and the Highland Custodial and Maintenance Council Local #1957, IFT/AFT/AFL-CIO

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the memorandum of understanding (MOU), as presented, approving a one-time vacation carryover of five additional days into FY22 for eligible union classified 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. The roll call on the motion was as follows:

AYES: Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger,
Boldt, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Memorandum of Understanding (MOU) for Summer 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. Block moved and Ms. Groezinger seconded the motion to approve the Memorandum of Understanding (MOU), as presented, for Summer 2021 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: Kuhlemeier, Knaack, Block, Endress, Groezinger,
Boldt, Rhyne, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Janssen reported that, in each of the last two fiscal years, the College cafeteria was subsidized by \$90,000, and the couple years before that, it was around \$50,000. She credited the cafeteria staff for trying to stay within budget. The cafeteria staff know the students, it is a comfortable space, and students feel connected. Ms. Janssen would like to reevaluate the cafeteria and asked

for trustees' thoughts prior to moving forward with the Fall semester. She suggested having a work group that would determine what people want, whether or not to open the cafeteria in the upcoming year on a limited basis, or stop for one year. There will also be upgraded vending available. The College will meet the agreement with Upward Bound for the rest of the Spring semester, as well as the Summer semester, but at this point, the cafeteria will be closed for the rest of the Spring semester. Mr. Block stated that a work group is an excellent idea but he believes the Board should support the cafeteria, as it is very important for students. Mr. Rhyne stated that the cafeteria is so much a part of the college experience in terms of building college relationships. A work group can determine where to go next, but he believes the Board should support the cafeteria. Ms. Janssen will need to determine what people want. If the College goes out for an RFP, the group could evaluate the proposals and determine if something different will be done. Mr. Boldt worked with the cafeteria staff before he became a trustee, and he noted that lunch programs and things being offered are much different at other colleges. He echoed what Mr. Block said that the Board needs to support it. Trustees discussed making the cafeteria more inviting, and finding out what students want and are willing to pay. Ms. Janssen stated that funds were set aside from the last bond to purchase cafeteria furniture. Ms. Johnson stated that, as a student, she never got the opportunity to go to the cafeteria because when she had in-person classes, the cafeteria was not open. If more classes are brought back to campus, more students would have the opportunity. Mr. Boldt offered his help, and Mr. Knaack suggested looking at attendance and use patterns, historical data, and class schedules. Ms. Groezinger noted that the cafeteria would benefit more than our students, and suggested having things such as a coffee bar, "grab and go" Danish, etc.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on June 10, 2021, at 8:30 a.m. with breakfast available at 8:00 a.m. The next regular Board meeting will be held on May 25, 2021, at 4:00 p.m.

ADJOURNMENT

Mr. Boldt moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 6:40 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