

**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 4:04 p.m. on July 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, Mr. Shawn Boldt (arrived 4:29 p.m.), Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: None

The following members were absent: None

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS; and, Ms. Terri Grimes, Board Secretary

Others virtually present: Ms. Jill Janssen, Vice President/CFO, 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; Ms. Leslie Schmidt, Director, Marketing & Community Relations; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; Ms. Christie Lewis, HRIS Administrator/HR Generalist; Mr. Pete Norman, Director, Athletics & Physical Education; Mr. Jim Yeager, Faculty Senate President; Ms. Hope Boettcher, Human Resources Specialist; Mr. Dan Dick, Foundation Major Gifts Officer; and, Dr. Chelsea Martinez, Faculty

**APPROVAL OF AGENDA**

Mr. Endress asked that agenda item X-B-2, Part-time Instructor Salary Rates, be withdrawn from the agenda in order to add clarification to the item before it is brought back for action at the August regular meeting. Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mr. Knaack moved and Mr. Block seconded the motion to approve the minutes of the June 10, 2021 Board retreat, the June 22, 2021, regular meeting, and the June 30, 2021, special meeting, as presented. The vote being unanimous, the motion carried.

## **PUBLIC COMMENTS**

There were no public comments.

## **INTRODUCTIONS**

Ms. Christie Lewis introduced Ms. Hope Boettcher, Human Resources Specialist.

## **BUDGET REPORT**

Due to the budget work session held earlier, there was no additional budget report.

## **FOUNDATION REPORT**

Mr. Dan Dick, Foundation Major Gifts Officer, reported that the Corporate Partnership program is approaching the \$90,000 mark, with a goal to raise \$100,000. The Foundation is hoping to wrap up donations to this program by August 1. An update on the Interact partnership was provided at a recent Foundation Board meeting. The Foundation's golf outing is scheduled on September 10, with over 100 golfers expected to participate. The Foundation gala is scheduled for October 2, and invitations will be coming out in the next few weeks. Mr. Dick noted that it is important for trustees to attend the event, which will honor Mrs. Marjorie Phillips, who along with her husband were the first scholarship donors. Registration for the event is open and auction items are currently available. Mr. Endress noted that the golf outing is the same day as the Illinois Community College Trustees Association meeting, so trustees should let he or Ms. Kuberski know if they can attend the golf outing. Mr. Dick concluded his report by noting that he is excited to build relationships with the new trustees.

## **CONSENT ITEMS**

### **A. Academic**

1. **Curriculum & Instruction Committee Report**  
*Recommendation:* That the report of the course and curriculum changes for the July 1, 2020, through June 30, 2021, period be approved, as presented.
2. **Linking Talent with Opportunity ("LTO") Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District, Byron School District, CareerTEC, CTE Academy, Forrestville Valley School District, Hinkley-Big Rock School District, Pearl City School District, Scales Mound School District, and West Carroll School District**  
*Recommendation:* That the Board of Trustees approves the Linking Talent with Opportunity ("LTO") Dual Credit Memorandums of Understanding, as presented, between Highland Community College and Belvidere School District, Byron School District, Career TEC, CTE Academy, Forrestville Valley School District, Hinkley-Big Rock School District, Pearl City School District,

Scales Mound School District, and West Carroll School District for the Linking Talent with Opportunity (LTO) grant.

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, as presented, be approved for the Summer of 2021.

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic (None)

B. Administration

1. First Reading – Policy Manual Chapter I: Board of Trustees

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve for first reading the unchanged policies in Chapter I (Board of Trustees) of the Policy Manual, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Part-time Instructor Salary Rates

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

C. Personnel

1. Revised Job Description: President

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve the revised job description for President, as presented. This is a full-time, exempt administrative position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. New Job Description: Marketing Coordinator

Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to approve the new job description, as presented, for Marketing Coordinator with placement at range 25 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY22 budget.

Ms. Groezinger requested more information on the position. The agenda item references that at one point there were four full-time positions and one part-time position in the department, and she would be curious about the job duties, gaps, etc., noting that since 2015, there has been new technology available. She requested to see Ms. Schmidt's job description and the job description for the other full-time position to compare and see how these three positions fit together. Ms. Groezinger wants to have confidence about this position when taxpayers ask her about this. Mr. Endress suggested tabling the item and asked Ms. Grimes to get the information to trustees for potential action at the August regular meeting. The position would be posted after it has Board approval. Ms. Kuberski also suggested that trustees look at benchmarking data. Ms. Gerber suggested providing trustees with the job description, organization information about the department, and historical information on the roles and responsibilities of the department over the last five years. She also noted that there are good reports coming out of marketing regarding expenditures and results.

Mr. Block moved and Ms. Groezinger seconded the motion to table the agenda item in order to have more information. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Second Reading – Variable Tuition: Nursing Program Courses

Ms. Groezinger moved and Mr. Rhyne seconded the motion to consider for second reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for courses NURS 291, NURS 294, and NURS 298 effective with the Spring 2022 semester; course NURS 293, effective with the Summer 2022 semester; and course NURS 292, effective with the Fall 2022 semester. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues  
Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund to Support the Adult Education Program  
Ms. Groezinger moved and Mr. Block seconded the motion to approve the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$38,424 to support the Adult Education program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the High School Servant Leadership Program  
Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$25,000 to support the High School Servant Leadership program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Campus Deferred Maintenance, Repairs, or Improvements

Mr. Block moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$40,000 to support future campus deferred maintenance, repairs, or improvements. 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.

6. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$37,885.53 for FY21, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. 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 and the Resolution adopted.

7. Waiver of Mental Health Fee for Students Taking Only Dual Credit Courses

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees waive the \$5.00 per semester mental health fee for students taking only dual credit courses. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

8. Solutions Proposal with Concensus Technology, LLC for Renewal of Concensus Care Primary Engineer Services

Mr. Knaack moved and Mr. Block seconded the motion to approve the software solutions proposal, as presented, from Concensus Technologies, LLC, for renewal of Concensus Care Primary Engineer services, at a cost not to exceed \$34,080. 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.

9. Software Support Services Renewal with Ellucian Company, L. P.  
Mr. Rhyne moved and Mr. Knaack seconded the motion to approve a software support services renewal with Ellucian Company, L.P., extending the agreement for seven additional years at a cost not to exceed \$276,383 in year one, and a maintenance escalation of 3%.

It was noted that our costs are based on FTEs so they would be comparable to other institutions our size.

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.

10. Tentative Budget for Fiscal Year 2022  
Mr. Boldt moved and Mr. Rhyne seconded the motion to approve the following Resolution regarding a Tentative Budget for 2021-2022 and setting the public hearing date thereon for September 28, 2021.

RESOLUTION: Be it resolved that the Tentative Budget, as presented, for fiscal year 2021-2022 be conveniently made available for public inspection after this date through September 28, 2021, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

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 and the Resolution adopted.

11. Payment of Bills and Agency Fund Report – June 2021  
Mr. Knaack 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 June 2021 bills, including Board travel, in the amount of \$1,471,368.41, Automated Clearing House (ACH) debits W0000619 through

W0000620 amounting to \$57,509.56, Other Debits D0000109 amounting to \$35.68, and Electronic Refunds of \$2,899.64, with 4 adjustments of \$1,222.48, such warrants amounting to \$1,530,590.81. Transfers of funds for payroll amounted to \$565,848.57. 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 and the Resolution adopted.

## **REPORTS**

Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance  
There was no additional report.

### Student Trustee

Ms. Johnson reported that students who are enrolled for the Fall semester are invited to an event on August 5<sup>th</sup> with games, food, and fun.

### Shared Governance

See President's administrative report.

### ONE Highland

See President's administrative report.

### Audit and Finance Committee

Mr. Boldt reported that the first meeting with the new members of the committee was held last week with a presentation by the auditors. If there are any areas that trustees would like to be a focus of the audit, they should let Mr. Boldt know. The auditors do not believe the audit will be ready for the October regular Board meeting because of waiting for the federal guidelines that are needed. The committee also discussed cybersecurity and ransomware. Ms. Janssen reported that the College has quarterly intrusion testing, is audited annually on PCI (payment card industry) compliance, and the IT staff spend hours with the IT auditors as part of the audit.

### ICCTA Representative

Mr. Boldt is scheduled to attend the next ICCTA meeting. The Executive Committee retreat is the third week of August, and the next ICCTA meeting will be the second weekend in September.

### Board Chair

Mr. Endress welcomes comments on streamlining the reports during the meetings and requested trustees provide him feedback on the pace of the meeting.

### Administration

Ms. Kuberski shared the finalized faculty memorandum of understanding (MOU) for Fall and it has been made public that the College will require social distance of six feet and masks. Some



faculty have decided to move from VM (virtual meeting) to face-to-face. Seventy percent of the Fall classes will be in person or hybrid, compared to 30 percent last year, while pre-COVID, that number was 75 to 80 percent. Ms. Kuberski expects that post-COVID there will be more in-person classes. Some classes now have a wait list. A message was also sent to campus this week, and Express Registration will be held this Thursday. If a class is full, advisors are putting students on a wait list, and classrooms are also being looked at based on class size. The MOU also allows opportunities for changes.

#### Strategic Plan

Ms. Gerber reported that the Strategic Planning Council heard a panel discussion in June on economic development, and Highland's administrative leaders led a panel discussion in July. There are eight focus groups scheduled throughout the district. In September, there will be a presentation by NIU's Center for Governmental Studies on the results of the environmental scan. The session will be videotaped so trustees can view the presentation. Ms. Gerber will double-check the Strategic Planning focus group list to see if trustees were invited.

#### CLOSED SESSION

Ms. Groezinger moved and Mr. Block 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: Kuhlemeier, Knaack, Block, Endress, Groezinger, Boldt, Rhyne, 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 5:01 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:25 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**

#### *Board Retreat Date*

Mr. Endress noted that the Illinois Council of Community College Presidents and the Illinois Community College Trustees Association meetings are scheduled on September 9, which is the current retreat date. This will be discussed later in the meeting.

#### *Telework Draft Proposal*

Ms. Kuberski explained that in the Spring, as part of the Emergency Operations Team, discussions began about what telework would look like post-COVID, and a work group was formed. This could be beneficial for employees and make us competitive in the market. Other colleges were surveyed and supervisors gathered information from their employees. This would be a pilot to be tested for a year before making it a policy, and the recommendation would be to try it for the Fall academic year. The maximum time an employee could work from home would be two days per week. Intermittent telework would be a situation where a person may have a doctor's appointment and use sick time in the morning, and work from home the rest of the day, or if a repair person was coming to their home, and the telework day would be preapproved. The hybrid option would be to work off campus one to two days a week and work on campus three days. Supervisors considered whether each position was suited for telework, and the Vice Presidents reviewed the information. Before approving the telework, an employee would fill out a form, indicating that they understand and acknowledge expectations, etc. If the pilot program works, a recommendation would be made to the Policy Committee. The flexibility to be able to work from home in certain circumstances has been beneficial to employees.

#### *Board Retreat Dates (continued)*

Following discussion, it was determined that the September 9 Board retreat will be moved to September 8 at 8:00 a.m., with breakfast available at 7:30 a.m. The September Board agenda will include a discussion on a permanent retreat schedule. Written reports will also be discussed at the next meeting.

### **DATES OF IMPORTANCE**

The next regular Board meeting will be August 17. The September regular meeting will be preceded by a budget work session at 3:00 p.m. The Foundation golf outing is scheduled for September 10, and trustees were encouraged to let Ms. Grimes know if they would like to represent the Board at the event. The Foundation Gala is scheduled for October 2. At the August 17<sup>th</sup> meeting, the part-time instructor salary rates will be presented for approval. The \$15

one-time stipend was mentioned in the background of the agenda item, and the Nursing instructor rate was not included. There will not be much change in the document before it is presented for approval at the August 17<sup>th</sup> regular meeting.

**ADJOURNMENT**

Ms. Groezinger moved and Mr. Boldt seconded the motion to adjourn the meeting. At 5:46 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