

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

OPTIONAL TOUR OF SPORTS CENTER

Prior to the regular meeting, trustees were offered an optional tour of the Sports Center, in anticipation of continued discussions regarding the feasibility of a potential events center.

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 August 17, 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, Mr. James Rhyne Jr., Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: Ms. Sarah Kuhlemeier

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; Mr. Jeff Reinke, Executive Director, HCC Foundation; Mr. Jim Yeager, Faculty Senate President; Ms. Karen Brown, Director, Human Resource; Ms. Rhonda Perry, Executive Assistant to the Vice President/Chief Academic Officer, Academic Services; Ms. Cindi Mielke, Director, RSVP; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Denise Rogers, Facilities & Safety Assistant; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; Mr. Paul Rabideau, Faculty; and, Dr. Julie Hartman-Linck, Faculty

Due to a reinterpretation of the Open Meetings Act, Mr. Endress will ask trustees who attend the Board meeting via Zoom if they are able to hear him. Also, because of the continuation of COVID, the College will continue to Zoom the Board meetings because in-person meetings are not practical or prudent due to the disaster. While the College continues to Zoom the Board meetings, all votes must now be taken via roll call, including the vote to adjourn.

APPROVAL OF AGENDA

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the agenda, as presented. 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 MINUTES

Mr. Block moved and Mr. Rhyne seconded the motion to approve the minutes of the July 20, 2021, Audit & Finance Committee meeting, and the July 27, 2021, budget work session and regular meeting, 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.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

RECOGNITION OF EMERGENCY OPERATIONS TEAM MEMBERS

Ms. Chris Kuberski recognized the Emergency Operations Team members, noting that the team began meeting in March 2020 and have had at least 160 meetings to date. The EOT currently meets every Tuesday and Thursday morning. In addition to Ms. Kuberski, team members include Mr. Scott Anderson, Ms. Karen Brown, Dr. Brendan Dutmer, Dr. Stephanie Eymann, Mr. Pete Fink, Ms. Liz Gerber, Ms. Terri Grimes, Ms. Jill Janssen, Ms. Cindi Mielke, Dr. David Naze, Mr. Pete Norman, Ms. Rhonda Perry, Mr. Paul Rabideau, Ms. Denise Rogers, Ms. Leslie Schmidt, Mr. Kurt Simpson, and Sergeant Bob Sutter. In addition to the EOT, there are other subgroups that meet, including the Faculty Resource Team, Admissions and Records, Information Technology, Student Services, and Financial Aid. The EOT is facilitated by Ms. Janssen. The group has demonstrated a One Highland atmosphere during the whole endeavor, and has also demonstrated all the cultural beliefs on a consistent basis. Team members will be given a "COVID Warrior" lapel pin. Ms. Kuberski is proud of the solid decision-making of the EOT, noting that 70 percent of classes this semester are in-person or hybrid, compared to 30 percent last Fall. Mr. Endress expressed his thanks on behalf of the Board, stating that it is certainly rewarding for the Board to see how well the campus has responded to COVID and continues to provide service to the campus.

BUDGET REPORT

Ms. Janssen reminded trustees that a budget work session will precede the September regular meeting.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that the Legacy Campaign kicked off in February and is in the leadership phase. Over 75 donors have been contacted and good progress has been made, with a goal to raise \$3.745 million. The Case for Support will be revamped, as some items have already been funded. Currently, there are 27 formal commitments for a total of \$1.9 million, and another \$420,000 in pending commitments from 17 – 20 individuals, with the goal to have these commitments by the end of the calendar year. There are another 30 prospects or so that would secure around \$500,000, with the goal to raise \$2.8 million by February 2022. So far \$770,000 has been raised in restricted gifts, which is more than the last four years combined. The Corporate Partnership program has raised \$115,000, compared to \$103,000 in FY18, \$98,000 in FY19, and \$105,000 in FY20. The Foundation Golf Outing is scheduled for September 10. Around 50 golfers are registered for the event, and Mr. Reinke anticipates 140 golfers. He invited trustees to come out to the event to thank the Corporate Partners. Volunteers are also needed. Invitations for the Legacy Gala, scheduled for October 2, went out today, and the virtual auction is currently online. The event committee is headed by Ms. Chris Urish and will honor Mrs. Marjorie Phillips who, along with her husband, Spencer, were the first scholarship donors. Mr. Reinke requested that all trustees save the date on their calendar. The event will follow COVID guidelines as closely as possible. Mr. Endress reminded trustees that, in the past, trustees have individually donated \$50 for a basket for the event, and he asked trustees to give their donation to Ms. Grimes to hand deliver to the Foundation.

CONSENT ITEMS

A. Academic

1. Articulation Agreement Between Columbia College and Highland Community College
Recommendation: That the Board of Trustees approves the articulation agreement between Highland Community College and Columbia College, as presented.

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. Rhyne moved and Ms. Groezinger seconded the motion to approve the consent items, as presented. 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.

MAIN MOTIONS

A. Academic (None)

B. Administration

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

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve for second 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: Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger,
 Boldt, Johnson
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Part-time Instructor Salary Rates

Mr. Block moved and Mr. Boldt seconded the motion to approve part-time instructor salary rate for the 2021-2022 (FY22) and 2022-23 (FY23) academic years, effective with the 2021 Fall semester. The merit increment of \$15 per contact hour over part-time rate was approved by the Board of Trustees on August 15, 2018, and would remain intact.

Current rates (FY21) per contact hour

<u>Less than MA</u>	<u>MA (or more)</u>
\$473.69	\$531.33

FY22: Proposed new rates: per contact hour

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	\$490	\$548
Part Time Instructor II:	\$495	\$553
Part Time Instructor III:	\$500	\$558

FY22: Proposed new rates (% increase):

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	3.4%	3.1%
Part Time Instructor II:	4.4%	4%
Part Time Instructor III:	5.5%	5%

FY23: Proposed new rates: per contact hour

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	\$510	\$565
Part Time Instructor II:	\$517	\$575
Part Time Instructor III:	\$525	\$587

FY23: Proposed new rates (% increase):

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	4%	3.1%
Part Time Instructor II:	4.2%	3.9%
Part Time Instructor III:	5%	5.2%

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.

3. Approval of Service Agreement Between Highland Community College and Illinois Network of Childcare Resources and Referral Agencies for the Provision of Building Prior Learning Assessment for Early Childhood Education
 Mr. Boldt moved and Ms. Groezinger seconded the motion that the Board of Trustees approves the agreement, as presented, between Highland Community College and Illinois Network of Childcare Resources and Referral Agencies (INCCRRA) for participation in building a statewide Prior Learning Assessment system under the direction of INCCRRA and the Governor’s Office of Early Childhood Development, Illinois Community College Board, Illinois Board of Higher Education, and Illinois State Board of Education. The College will receive a \$4,000 stipend from INCCRRA for participating.

It was explained that Ms. Melissa Johnson will be compensated for her work. She has also been involved on the State level.

The roll call on the motion was as follows:

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

The vote being seven ayes, no nays, and one abstention, the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Coordinator, Upward Bound

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the appointment of Ryan Shirley as full-time Coordinator, Upward Bound, beginning September 20, 2021, at an annual salary of \$39,799, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY22 Upward Bound grant budget. This grant-funded position is dependent on continued adequate grant funding. 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.

D. Financial

1. Payment of Bills and Agency Fund Report – July 2021

Mr. Block 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 July 2021 bills, including Board travel, in the amount of \$741,516.17, and Electronic Refunds of \$24,773.37, with 9 adjustments of \$6,774.10, such warrants amounting to \$759,515.44. Transfers of funds for payroll amounted to \$888,629.35.

Mr. Endress reminded trustees that any trustee can sit in with an Audit & Finance Committee member on the monthly review of bills.

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

Ms. Janssen noted that the auditors are not on campus but are working off campus. She will touch base with them by the end of the week if she has not heard anything from them.

Student Trustee

Ms. Johnson attended the August 5 student event, which was great. Students who attended received a free T-shirt and there was good food. Ms. Johnson was disappointed not to see clubs at the event, and Ms. Gerber reported that the Fall picnic will include student organizations and clubs.

Ms. Johnson stated that a lot of schools have masks with their college emblems and suggested they could be given away to promote students wearing a mask when in person, and Ms. Gerber noted that masks will be out for the clubs and organizations event on September 1. Staff have also been encouraged to refill the mask holders in the buildings. Ms. Johnson expressed her appreciation for the Highland mask she was given previously.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

There was no report.

ICCTA Representative

Mr. Boldt and Mr. Endress will attend the ICCTA Executive Committee meeting this weekend and will co-chair the Northwest Region ICCTA. Kishwaukee College is the next in line to host the ICCTA Northwest Region meeting, and it was noted that Rock Valley College has become a member of ICCTA again and part of the Northwest Region.

Board Chair

Mr. Endress participated in Opening Days activities last week and it was still odd to speak to a small group wearing masks and a large group on the screen. He believes Opening Days was well done.

Administration

Ms. Kuberski reported that enrollment was down eight percent three weeks ago compared to the same time last year. Two weeks ago, enrollment was down 6.9 percent, and last week it was down 3.8 percent, but today's report showed that it is down 5.8 percent. She is unsure where other colleges are at this time, but a couple weeks ago some presidents were saying they were down 15 to 20 percent. Ms. Kuberski reminded trustees that the goal of our culture initiative was to have flat enrollment. Tenth day numbers are the official numbers for the semester, and dual credit is still being registered. She believes all the efforts happening on campus are making a difference. There were 550 phone calls made to students who had not registered. Ms. Kuberski also shared that this morning she learned that Highland ranks fifth on the list of the best community colleges in Illinois according to WalletHub. The ranking focuses on 19 individual areas including cost and quality. Channel 23 did a story on the rankings. This ranking will improve our credible reputation and enrollment. Other Illinois community colleges ranked above Highland included Harper, Oakton, College of Lake County, and Elgin, with Rend Lake ranked sixth in Illinois.

Strategic Plan

See written Strategic Plan report.

CLOSED SESSION

Ms. Groezinger moved and Mr. Knaack 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 4:48 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: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger, Johnson
NAYS: None

At 5:26 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

Reports at Board Meetings

Mr. Endress noted that reports are now included in written form, with Ms. Kuberski providing a little additional information. Trustees agreed that it is up to the administrators to let Ms. Kuberski or Mr. Endress know if they have an update. Trustees also agreed that they are comfortable with the current process, and if something happens after the report is submitted, it is okay to bring it up.

NEW BUSINESS

Board Retreats

The schedule for future retreats will be discussed at the September retreat, as well as next steps in the President's evaluation process. Previously there has been good background provided on upcoming items at the retreat. At each retreat, a Dean has been scheduled to provide an update on their division, and Mr. Anderson's division is scheduled for the December retreat. Mr. Block requested that discussions continue at the retreat on what trustees saw on the tour of the Sports Center. If there are other items to be discussed at the retreat, Mr. Endress requested that trustees let Ms. Grimes know. He also requested feedback from trustees on what should happen at the retreats.

DATES OF IMPORTANCE

The September 8 quarterly retreat will begin with breakfast available at 7:30 a.m., and the meeting at 8:00 a.m. Lunch will be provided around noon, and discussions may continue after lunch.

ADJOURNMENT

Mr. Block moved and Mr. Boldt seconded the motion to adjourn the meeting. The roll call on the motion was as follows:

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

The vote being seven ayes and one nay and there being no further business, at 5:37 p.m., the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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