

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

CALL TO ORDER/ROLL CALL

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Jim Endress, Chairperson, at 4:00 p.m. on September 28, 2021, in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were physically present: Mr. Doug Block, Mr. Jim Endress, Mr. Shawn Boldt, Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: Ms. Pennie Groezinger

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/CSSO, Student Development & Support Services; Dr. David Naze, Vice President/CAO, Academic Services; Ms. Leslie Schmidt, Director, Marketing & Community Relations; Mr. Jeff Reinke, Executive Director, HCC Foundation; Mr. Jim Yeager, Faculty Senate President; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; and, Ms. Karen Brown, Director, Human Resources

Mr. Endress stated that an in-person meeting or a meeting conducted under the Open Meetings Act is not practical or prudent because of a disaster, which in this case is the pandemic. He asked if those trustees who were attending virtually were able to hear.

APPROVAL OF AGENDA

Mr. Boldt moved and Mr. Rhyne 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.

PUBLIC HEARING CONCERNING THE 2021 – 2022 BUDGET

At 4:02 p.m., Mr. Endress stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2021 – 2022 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Endress asked if any trustees had comments regarding the 2021 – 2022 budget, and there were none. Mr. Endress asked if the Board Secretary had received any written testimony concerning the 2021 – 2022 budget, and Ms. Grimes responded that there was none. Mr. Endress asked if there was any oral testimony or public comments concerning the 2021 – 2022, and there was none. Mr. Endress stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2021 – 2022 budget. Mr. Knaack moved and Mr. Boldt seconded the motion to end the public hearing. The roll call on the motion was as follows:

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

At 4:03 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2021 – 2022 budget ended.

APPROVAL OF MINUTES

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the August 17, 2021, regular meeting, 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.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

The Board met for a budget work session earlier this afternoon, so there was no additional budget report.

FOUNDATION REPORT

Mr. Jeff Reinke, HCC Foundation Executive Director, thanked those who are attending the Foundation Gala Saturday night, noting that 180 guests will attend the event. The event will include an online auction, which will close at 8:00 p.m. Saturday night. He encouraged trustees to forward

the link to the auction to all their contacts. A highlight of the evening will be the recognition of Mrs. Marjorie Phillips. The Foundation golf outing was held on September 10 with 128 golfers attending, and the event netted around \$26,000. Next year's event will be held on the second Friday in September. The Legacy Campaign has hit a lull due to the Foundation's focus on events. The campaign has raised \$2 million of \$3.8 million, and Mr. Reinke would like to raise \$2.5 million by the end of the calendar year. The Foundation has been working on marketing materials through Interact, and the materials will go public in March 2022.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate to the Association of Community College Trustees 2021 Leadership Congress

Recommendation: That the Board of Trustees approves the appointment of Trustee Pennie Groezinger to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2021 Leadership Congress in San Diego, California, October 13 – 16, 2021. It is further recommended that Trustee Shawn Boldt serve as the alternate delegate if Ms. Groezinger is unable to fulfill her responsibilities at the meeting.

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.

D. Financial

1. Course Fee Changes for Spring 2022

Recommendation: That the following course fee changes be approved beginning with the Spring 2022 semester.

Course	Current Fee	Proposed Fee
NURS 191	\$230	\$270
NURS 109	\$175	\$215
NURS 121	\$85	\$125

Mr. Boldt moved and Mr. Rhyne seconded the motion to approve the Consent Items, 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.

MAIN MOTIONS

A. **Academic** (None)

B. **Administration**

1. **Hybrid Telework Procedures and Guidelines Pilot Program**

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the Hybrid Telework Procedures and Guidelines as a pilot program for the 2021-2022 academic year. The roll call on the motion was as follows:

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

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

2. **Letter of Support to the Village of Warren for the IL Route 78 & Downtown Warren TIF Termination Date Extension Request**

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve Jim Endress, Board Chairman, to provide the Village of Warren with the requested letter of support, as presented, for the extension of the termination date of the IL Route 78 & Downtown Warren TIF for an additional 12 years. 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. **Letter of Support to the Village of Stockton for the IL Route 20/Downtown Stockton TIF Termination Date Extension Request**

Mr. Block moved and Mr. Boldt seconded the motion to approve Jim Endress, Board Chairman, to provide the Village of Stockton with the requested letter of support, as presented, for the extension of the termination date of the IL Route 20/Downtown Stockton TIF for an additional 12 years. 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.

C. Personnel

1. New Job Description: Student Accounts Specialist, Technical Support; Revised Job Description/Job Title: Coordinator, Student Accounts

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the new job description for Student Accounts Specialist, Technical Support and the revised job description/job title for the Coordinator, Student Accounts, as presented, both with placement at range 22 on the Highland Salary Range Table. These are full-time, non-exempt classified positions and are included in the FY22 budget. 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.

D. Financial

1. 2021-2022 Budget

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2021-2022 budget. 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 and the Resolution adopted.

2. Lease Agreement Between Highland Community College and the Family YMCA of Northwest Illinois for Occupancy of the Child Care and Training Center

Mr. Block moved and Mr. Boldt seconded the motion to approve the lease agreement, as presented, with the Family YMCA of Northwest Illinois for occupancy of the Child Care and Training Center at the following monthly rates:

Time Period	Amount per Month
July 1, 2021 – June 30, 2022 (FY22)	\$908
July 1, 2022 – June 30, 2023 (FY23)	\$925
July 1, 2023 – June 30, 2024 (FY24)	\$945

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.

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

Ms. Groezinger 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 August 2021 bills, including Board travel, in the amount of \$1,461,635.54, Automated Clearing House (ACH) debits W0000621 amounting to \$18,574.11, and Electronic Refunds of \$7,537.17, with 3 adjustments of \$3,424.57, such warrants amounting to \$1,484,322.25. Transfers of funds for payroll amounted to \$549,015.96. 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 Student Senate held elections recently and there were quite a few candidates. Student Senate is excited to be doing these types of things. Dr. Naze will meet with Student Senate on Friday. Ms. Johnson concluded her report by noting that Student Senate has received requests to do student activities with different groups.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

Mr. Boldt reported that the Audit and Finance Committee will meet on October 26 for the preliminary review of the audit.

ICCTA Representative

Mr. Endress handed out a sheet listing ICCTA's goals for the past year and requested that trustees review the list and see if there are different goals that ICCTA should have for 2022. The other side of the handout listed ICCTA's Mission Statement and Diversity Mission Statement. The Presidents' group released some statewide branding information. Ms. Kuberski has seen the information and it should blend well with the College branding. The Illinois Community College Board's Economic Impact Study is being released this month. ICCTA's Diversity Committee mentioned that a few Illinois community colleges have developed an antiracism statement. At the ICCTA meeting,

Ms. Jessica Nardulli, ICCTA legislative counsel, reported that 667 new laws were passed, and the Governor signed all but six, with one veto overridden. The legislature has redrawn the legislative boundaries again. The Senate met on September 13 and an energy bill was passed. Mr. Endress and Mr. Boldt are co-chairs of the ICCTA Northwest Region. Mr. Endress reported that Kishwaukee Community College is not interested in hosting the Northwest Region meeting, and Rock Valley College will discuss with their board tonight whether they will host it. The format for the meeting is usually an early evening meeting with a tour and dinner, followed by an informational meeting. ICCTA Executive Director Jim Reed tries to attend the regional meetings, as well as possibly some ICCTA officers, and this is a great networking opportunity. Mr. Endress requested that trustees let him know their preference on holding the ICCTA Northwest Region in person or virtually, and Mr. Rhyne noted that he believes there is some hesitancy out there. The Northwest Region includes Rock Valley, Kishwaukee, Illinois Valley, Sauk, and Highland.

Board Chair

Mr. Endress and Ms. Groezinger are on the Shared Governance Task Force, which met yesterday, and Mr. Endress noted that progress remains slow.

Administration

Mr. Knaack asked if the culture survey results mentioned in Ms. Kuberski's administrative report would be shared, and Ms. Kuberski reported that the results will initially be shared with the culture workgroup, and then with the Board, faculty, and staff.

Dr. Naze announced that yesterday was the lockdown date for the Higher Learning Commission (HLC) Assurance Argument submission, and the document was submitted yesterday morning. The Assurance Argument includes links to several hundred documents. The 14-page COVID Response Form has also been submitted and will be shared with trustees. Dr. Naze, Ms. Kuberski, and Ms. Rhonda Perry met with the peer review team chair. The visit will be a hybrid model, due to COVID, with two peer reviewers being on campus and three attending virtually. The review team will provide the College with an initial draft of the report for the College to respond, and after the team reviews our response, they will submit the final report to HLC. The College should hear from HLC in the Spring.

Mr. Knaack asked Ms. Kuberski about the recent "Listening on the Lawn" sessions she held, and Ms. Kuberski noted that only four people attended but there was good conversation. This will be harder to do as seasons change. Mr. Knaack also inquired about a statement in an administrative report that enrollment in some classes would increase by 30 percent, and he asked, "30 percent of what?" It was explained that the statement in the report was a strategic plan goal, but Mr. Anderson noted that Lifelong Learning has expanded partnerships and increased enrollments. It was also nice to hear that Honeywell will have apprenticeships again. Mr. Rhyne inquired about minorities in the new Leadership Institute class, and Ms. Kuberski stated that part of the recruitment is to make sure there are minorities in the class, if we can.

Ms. Kuberski provided an enrollment report, noting that the fluctuation in credit hours is a reflection of dual credit. A lot of dual credit was registered later last year; fluctuation will continue until week 12-13. Currently, credit hours are down 2.4 percent, while head count is up 7.1 percent, and Ms. Kuberski is hoping this will level off. Ms. Janssen is also watching enrollment because of the impact on the budget. Ms. Janssen, Ms. Gerber, Ms. Karen Brown, and Ms. Cindi Mielke have done

the heavy lifting to get the SHIELD Illinois testing going, as well as Information Technology, Institutional Research, and others. Testing should begin on Wednesday. At this point, about 25 percent of our employees and 65 percent of our students will need to be tested, which is around 600 to 700 individuals. Currently, we have enough testing supplies for at least two to three weeks. ICCB has assured community colleges that as long as we are doing our part, they will not hold us accountable if we do not have supplies. The count of those to be tested does not include dual credit or students who attend only online. The College is not a community testing site, so we are only able to test faculty, staff, and students, and right now, we are not seeking to be a community testing site until we get things up and running. The COVID Response Form that was submitted to the Higher Learning Commission was a separate form. Ms. Grimes will send the document to trustees for review in preparation for the trustees' meeting with the HLC reviewers. It is quite impressive to know what the College has done to respond to COVID. Three colleges in southern Illinois issued a joint statement about the testing, but the College does not plan to do that. Ms. Johnson asked if Spring semester will be the same as this semester or if there will be more in-person classes. Some students are hoping to have a survey of what they would prefer, and some students have also had problems with some instructors and how they are teaching. Dr. Naze responded that Spring 2022 looks similar to Fall 2021 with the exception of a few additional face-to-face opportunities at this point in time. Ms. Kuberski reported that the Emergency Operations Team (EOT) is considering surveying students but missed the window for Spring, since registration starts in October. Ms. Johnson relayed that a couple students were frustrated that some classes had rooms assigned but ended up being on Zoom, which they did not want.

Strategic Plan

This was included in Ms. Gerber's administrative report.

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: 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 4:59 p.m., the Chairperson declared the meeting in Closed Session.

Ms. Kuhlemeier moved and Mr. Block 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 5:43 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 of Tenure

Ms. Groezinger moved and Mr. Knaack seconded the motion to grant tenure to World Civilization/Political Science Instructor Syed Uddin-Ahmed. 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.

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

No action was necessary.

OLD BUSINESS

There was no old business.

NEW BUSINESS

HLC Meeting with Trustees

The Board will meet with the HLC peer review team at 8:00 a.m. on Tuesday, October 26, 2021.

Director of Marketing & Community Relations

Ms. Gerber reported that Ms. Leslie Schmidt has been organized about her departure plans. Ms. Gerber has contacted a potential interim director to lead the Marketing department for three to six months, then she will advertise the position. The Marketing Coordinator position is off the agenda for now until a new Director is hired. Mr. Endress asked Ms. Gerber to relay to Ms. Schmidt his thanks for putting things together for her succession.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, October 26, 2021 at 4:00 p.m. in the Robert J. Rimington Board room. The next quarterly retreat is scheduled for Wednesday, December 8, 2021, beginning at 8:00 a.m.

ADJOURNMENT

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

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

There being no further business, at 5:55 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