

**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, originally scheduled for October 26, 2021, was called to order by Mr. Jim Endress, Chairperson, at 4:01 p.m. on November 2, 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., and Mr. Craig Knaack

The following members attended virtually: Ms. Pennie Groezinger, Mr. Shawn Boldt, and Ms. Sarah Kuhlemeier (departed 6:00 p.m.)

The following members were absent: Ms. Hailey Johnson

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. Alyssa Stevens, Digital Media and Creative Specialist; Mr. Jeff Reinke, Executive Director, HCC Foundation; Mr. Jeremy Bradt, Director, Enrollment and Records; Ms. Leslie Schmidt, former Director, Marketing and Community Relations; Mr. Pete Norman, Director, Athletics and Physical Education; Mr. Ryan Shirley, Coordinator, Upward Bound; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; and, Mr. Jim Yeager, Faculty Senate President

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 trustees who were attending virtually were able to hear.

**APPROVAL OF AGENDA**

Ms. Groezinger moved and Mr. Block 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  
NAYS: None

Whereupon the Chairperson declared the motion carried.

### **APPROVAL OF MINUTES**

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the minutes of the September 8, 2021, quarterly retreat, and the September 28, 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  
NAYS: None

Whereupon the Chairperson declared the motion carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **INTRODUCTIONS**

Ms. Gerber introduced Mr. Ryan Shirley, Coordinator, Upward Bound, and provided an overview of his community service. Ms. Groezinger and Mr. Endress thanked Mr. Shirley for all he is doing in the community.

### **BUDGET REPORT**

In preparing the tax levy for the November meeting, Ms. Janssen reached out to all the County Assessors to get estimated property values for the 2021 tax year, and some counties expect growth of between five and six percent. The College levies in an amount to try to capture growth while maintaining our existing tax rate structure, and Ms. Janssen recommends doing that again. In doing so, the increase between the amount extended last year and the amount of taxes levied this year is about 5.2 percent. Since this is more than five percent of taxes levied last year, we need to publish a truth in taxation notice in the local newspapers and a public hearing will be held at the November Board meeting. This is the first time that we have had to do this in many years.

### **FOUNDATION REPORT**

Mr. Jeff Reinke, HCC Foundation Executive Director, reported that the Legacy Gala was held on October 2. A highlight of the evening was the recognition of Mrs. Marjorie Phillips. Her presentation was recorded, and he would like to share that with trustees at the December retreat. The Gala netted around \$77,000, the most any single event has raised. The auction raised \$32,000, and \$10,500 was raised for the HOPE fund. There were around 180 people in attendance, and Mr. Reinke thanked all who attended. Mrs. Chris Urish was the Gala committee chair and is the Foundation board secretary. Mr. Reinke is looking forward to the next Gala planned for May 2023. The annual appeal is ready to drop and will recognize Mrs. Phillips. The Foundation annual meeting will be held on November 18 in H-201. At that time, a mural in memory of Mr. Delbert Scheider will be dedicated and will hang in the Ag building. The Ag program recently received a John Deere planter as a result of a donation from Compeer and a grant that was received. Mr. Reinke provided more details on the Gala, explaining that the \$77,000 raised was about \$20,000 more than in 2019 and is a result of \$10,000 less in expenses and \$10,000 more in income. The purpose of the event is

to cultivate a donor base that can raise funds for the College. Students from the Music department performed and served, and Mr. Justin Ebert highlighted the Ag program, which creates a good image for the College.

### CONSENT ITEMS

A. Academic (None)

B. Administration (None)

C. Personnel

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

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

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

### MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Revised Job Description: Testing and Career Services Specialist

Mr. Block moved and Mr. Knaack seconded the motion to approve the revised job description for Testing and Career Services Specialist with placement on the Highland Salary Range Table at range level 22. This is a non-exempt classified position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Coordinator, Student Success; Revised Job Description/ Job Title: Coordinator, Testing Center and Tutoring Services  
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the revised job description for the Coordinator, Student Success, and revised job description and job title for Coordinator, Testing Center and Tutoring Services with range placement of 27 on the Highland Salary Range Table. In addition, a salary adjustment of \$2,479 is being recommended for the incumbent in the Coordinator, Testing Center and Tutoring Services position, Bethany Guida, with an effective date of November 1, 2021. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Descriptions: Manager, Accounting; Coordinator, Accounting  
Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the revised job descriptions for Manager, Accounting, and Coordinator, Accounting, as presented. Range placement on the Highland Salary Range Table will remain at 28 and 22, respectively. The Manager, Accounting is a full-time, exempt professional position and the Coordinator, Accounting is a full-time, non-exempt classified position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Broadband Internet Service Contract  
Ms. Groezinger moved and Mr. Knaack seconded the motion to authorize the College to enter into a 60-month contract with Illinois Century Network for campus broadband internet service at a fee of \$1,500 per month. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report – September 2021  
Mr. Boldt 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 September 2021 bills, including Board travel, in the amount of

\$1,053,325.53, Automated Clearing House (ACH) debits W0000622 amounting to \$26,542.93, and Electronic Refunds of \$30,265.56, with 19 adjustments of \$14,902.21, such warrants amounting to \$1,095,231.81. Transfers of funds for payroll amounted to \$573,390.75. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Block,  
Endress  
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  
There was no report.

Shared Governance  
See President's administrative report.

ONE Highland  
See President's administrative report.

Audit and Finance Committee  
Mr. Boldt reported that an Audit and Finance Committee meeting will be scheduled when the auditors indicate it is time.

ICCTA Representative  
Mr. Endress attended the ICCTA meeting, where they approved some "clean up" language in the bylaws. Some new people attended the meeting, including a representative from Rock Valley College. The most notable legislation that was not vetoed was for people impacted by COVID but the Governor is unsure what he will do.

Board Chair  
Mr. Rhyne, Ms. Groezinger, Mr. Boldt, Mr. Endress, Ms. Kuberski, and Ms. Grimes attended the Association of Community College Trustees Annual Leadership Congress, and Mr. Endress suggested that those who attended provide a report at the December retreat. He also reported that the Foundation Gala was a good event. He and Ms. Groezinger attended the Northwest IL Economic Development (NWILED) and Greater Freeport Partnership (GFP) annual meetings, and Mr. Gary Quinn, retiring chair of GFP, had some glowing remarks about Highland.

Administration  
Dr. Naze thanked trustees for participating in the Higher Learning Commission visit, and he gave a special shout-out to Ms. Groezinger for attending a number of sessions. The participation across the College is a positive reflection of Highland. Special thank you to the faculty for attending. The peer

reviewers talked about the smoothness of the visit and the quality of the Assurance Argument. One reviewer said it was the first time he has not had to ask for additional information. Dr. Naze gave a shout-out to Ms. Kuberski, as well as Dr. Chelsea Martinez, who was responsible for the writing of the final product. Unofficial reports from the review team were very positive, and Dr. Naze is confident we will have a pretty solid report, although it is not uncommon that they will have some recommendations. Dr. Naze also gave special recognition to Ms. Rhonda Perry, who was responsible for much of the organizing and hospitality for the review team. Ms. Groezinger gave a shout-out to Dr. Naze and his team, noting she learned so much, and the visit was a reflection of people's passion and good leadership.

There has been 81.3 percent participation for ONE Highland, and Ms. Kuberski thanked faculty, staff, and administration for leading this and wanting to get better. Ms. Kuberski also thanked trustees and Ms. Groezinger for participating in the HLC visit, noting that she heard that the Board was totally engaged and supportive, knew their role in policymaking, and it was a positive reflection of their interest that day. Dr. Naze "owned it," and his experience as a peer reviewer took us to the finish line, as well as Dr. Martinez's training as a peer reviewer. The peer reviewers also noted the "one voice" in the Assurance Argument. We should hear from HLC sometime between mid-November and December. Their feedback in the meeting before they left mirrored what we said we wanted to improve on. Ms. Kuberski reported that, as of week 12, headcount is three percent higher than at this time last year, and credit hours are down 2.4 percent, while nationally credit hours are down 5.6 percent. A lot of the enrollment is due to the second eight-week courses. Spring registration has begun but it is premature to know where that will land. Ms. Kuberski attended a basketball scrimmage last week, and she noted that there was a complimentary season pass at trustees' places. She encouraged trustees to cheer on the Cougars! Ms. Groezinger shouted out Ms. Gerber, her team, and Student Services, who month after month continue to improve enrollment, and noted that some faculty have been involved in these efforts, as well. On behalf of the trustees, Mr. Endress thanked all who were involved in the Higher Learning Commission visit who went above and beyond the call of duty. Ms. Kuberski was amazed by all that was able to be done while we were still dealing with COVID, and all HLC deadlines were able to be met.

#### 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; collective negotiating matters between the public body or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and, security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property 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: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger  
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 4:49 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Rhyne, Knaack, Block, Endress, Boldt  
NAYS: None

At 6:03 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**

#### *Planning for Potential New Bond Issuance*

Ms. Janssen shared additional information regarding the College's overall tax rate and options available to the College. The philosophy and practice have been to maintain the overall tax rate at a certain level, and we have balanced the various levies to do so. In 2024, our two outstanding bonds will be paid off, and we could issue new bonds in April 2023. To do so, we would need to begin the work to identify and prioritize projects in Spring 2022. Trustees might also want to consider decreasing the Protection, Health, and Safety (PH&S) levy, which could be used to increase the amount of bonds or to increase the operating tax levy. More in-depth conversation could take place in the next few months, and this will be an agenda item for the December Board retreat. Ms. Janssen noted that the bond list is not the same as the PH&S priority list. Mr. Knaack asked Ms. Janssen to help trustees understand what we have done in the past, what options are available, and the effects.

Mr. Endress showed trustees potential options for ordering Highland shirts through the bookstore and requested feedback.

**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, November 23, 2021, at 4:00 p.m. in the Robert J. Rimington Board room in the Student/Conference Center on the Highland campus. The next quarterly Board retreat will be held on Wednesday, December 8, at 8:00 a.m., with breakfast available at 7:30 a.m.

**ADJOURNMENT**

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

AYES: Knaack, Block, Endress, Boldt, Rhyne  
NAYS: None

At 6:13 p.m., there being no further business, the Chairperson declared the motion carried and the rescheduled meeting adjourned.

Respectfully submitted,



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