

**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 4:02 p.m. on November 23, 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 (departed 4:44 p.m.; returned 5:20 p.m.), Ms. Sarah Kuhlemeier, and Mr. Craig Knaack

The following members attended virtually: Ms. Pennie Groezinger, and Mr. James Rhyne Jr. (departed 5:02 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; Mr. Kurt Simpson, Director, Facilities and Safety; Mr. Shawn Vlad, Coordinator, Academic Technology Resources; Ms. Karen Brown, Director, Human Resources; Mr. Dan Dick, Major Gifts Officer, HCC Foundation; Mr. Pete Norman, Director, Athletics and Physical Education; Ms. Alyssa Stevens, Digital Media and Creative Specialist; 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**

Mr. Endress announced that Mr. Rhyne would need to leave early and Mr. Boldt would need to leave for a short period of time, so Mr. Endress proposed amending the agenda to move the Foundation report to the "Reports" section of the agenda, and moving all other reports to follow the Closed Session. Mr. Boldt moved and Mr. Knaack seconded the motion to amend the agenda, as proposed by Mr. Endress. 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.

### **PUBLIC HEARING ON TAX LEVY**

At 4:08 p.m., Mr. Endress announced that the next item on the agenda would be a public hearing to receive public comments on the Tax Levy. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Endress asked if there were any additional comments from trustees, and there were no additional comments. He asked if Ms. Grimes had received any written testimony concerning the tax levy, and she reported that no written testimony had been received. Mr. Endress asked if there were any oral testimony or public comments concerning the 2021 tax levy, and there were none. He stated that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the tax levy. Mr. Knaack moved and Mr. Block seconded the motion to adjourn the public hearing on the tax levy. The roll call on the motion was as follows:

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

At 4:10 p.m., the Chairperson declared the motion carried and the public hearing on the tax levy adjourned.

### **PUBLIC COMMENTS**

There were no public comments.

### **INTRODUCTIONS**

There were no introductions.

### **BUDGET REPORT**

Ms. Janssen provided information on the tax levy items for the 2021 tax year, which impacts the College's FY22 and FY23 budgets. The College does one levy that goes to the four counties in the district. The dollars are levied based on an estimate of equalized assessed valuation (EAV), which will be determined in the Spring. We are levying assuming that we will maintain the overall tax rate of 56 cents. The EAV increased 3.6% from tax year 2019 to 2020, and based on Ms. Janssen's discussions with the county assessors, the estimated increase right now is around 4.6% for tax year 2021. It is important to be sure to levy the maximum rate in our Education Fund because of the way one of the State funding formulas works. The tax levy includes two Protection, Health, and Safety (PH&S) projects: one to improve health and safety in the microbiology lab and one to improve health and safety by replacing the roof on the Maintenance Barn. After today, the levy packets will get distributed to the counties, which needs to be completed by the last Tuesday in December.

### **APPROVAL OF MINUTES**

Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion to approve the minutes of the October 26, 2021, special Board meeting, as presented. 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.

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic (None)

B. Administration

1. First Reading – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA)

Mr. Rhyne moved and Mr. Boldt seconded the motion to approve for first reading revised policy 4.131, Leave, Family and Medical Leave Act (FMLA), which is included in Chapter IV, Personnel, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 4.20: Holidays Observed  
Mr. Knaack moved and Mr. Block seconded the motion to approve for first reading revised policy 4.20: Holidays Observed, which is included in Chapter IV, Personnel, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC  
Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve for first reading the revised appendix to the Policy Manual, Process for presenting New Policies/ Updates to PRC, as presented. 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.

4. First Reading – Revised Policy on Policies  
Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to approve for first reading revised Policy on Policies, 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.

C. Personnel (None)

D. Financial

1. Resolution Authorizing Project “Building W Roof Replacement” (Maintenance Barn) and to Authorize Approval of Health and Safety Tax Levy  
Mr. Block moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building W Roof Replacement (Maintenance Barn) in the amount of \$235,000 and approve a levy of health and safety funds to finance the project.

Mr. Rhyne asked about the additional project referenced in the background information, and it was noted that the last sentence in the background should state that the additional project is the building N Microbiology Lab, not the Building W roof replacement.

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.

2. Resolution Authorizing Project "Building N Microbiology Laboratory Renovation" and to Authorize Approval of Health and Safety Tax Levy

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building N Microbiology Laboratory Renovation in the amount of \$680,000 and approve a levy of health and safety funds to finance the project. 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 and the Resolution adopted.

3. Education and Building Fund Levy

Mr. Boldt moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$5,660,000 and building purposes taxes in the amount of \$1,525,000 for the year 2021 to be collected in the year 2022; and that the levy for the year 2021 be allocated 50% for FY22 and 50% for FY23. The roll call on the motion was as follows:

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

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

4. Insurance Levy

Mr. Block moved and Mr. Rhyne seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$1,100,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2021 to be collected in the year 2022; and that the levy for the year 2021 be allocated 50% for FY22 and 50% for FY23. The roll call on the motion was as follows:

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

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

5. Audit Levy

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$52,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2021 to be collected in the year 2022;

and that the levy for the year 2021 be allocated 50% for FY22 and 50% for FY23. The roll call on the motion was as follows:

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

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

6. Social Security and Medicare Levy

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$160,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2021 to be collected in the year 2022; and that the levy for the year 2021 be allocated 50% for FY22 and 50% for FY23. 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 and the Resolution adopted.

7. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2014 Bond Issuance  
Mr. Boldt moved and Mr. Knaack seconded the motion to approve the following Resolution, as presented:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

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 and the Resolution adopted.

8. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2020 Bond Issuance  
Mr. Knaack moved and Mr. Block seconded the motion to approve the following Resolution, as presented:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

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.

9. Renewal of Services Agreement with OculusIT

Mr. Block moved and Mr. Boldt seconded the motion to approve the renewal of services agreement, as presented, with Oculus IT, our current Moodle support provider, extending the agreement for three additional years (February 20, 2022 through February 19, 2025) at a total cost not to exceed \$33,500 over the three-year period. 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.

10. Payment of Bills and Agency Fund Report – October 2021

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the October 2021 bills, including Board travel, in the amount of \$2,164,585.72, Automated Clearing House (ACH) debits W0000623 amounting to \$34,814.52, and Electronic Refunds of \$141,033.18, with 7 adjustments of \$1,174.96, such warrants amounting to \$139,858.22. Transfers of funds for payroll amounted to \$569,592.59. The roll call on the motion was as follows:

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

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

**CLOSED SESSION**

Ms. Groezinger moved and Ms. Kuhlemeier 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 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  
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 4:34 p.m., the Chairperson declared the meeting in Closed Session.

Ms. Groezinger 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, Kuhlemeier  
NAYS: None

At 6:00 p.m., the Chairperson declared the motion carried, the Closed Session ended, and a recess; the meeting resumed at 6:06 p.m.

## **REPORTS**

### **Foundation Report**

Mr. Dan Dick, Foundation Major Gifts Officer, reported that the Foundation's annual meeting was held last week, and he thanked the members of the Board, who also serve in different roles on the Foundation Board, and Ms. Kuberski for attending the meeting. A few new Foundation members were elected and there were also financial updates at the meeting. The Del Scheider mural was dedicated and reflects Mr. Scheider's vision for agriculture and the College. Many of Mr. Scheider's family and community members attended the unveiling, and Mr. Dick thanked those from the Board and College who attended. The Foundation holiday party will be held in December at The Wagner House. It is a chance to thank the Corporate Partners and have some festive time together, and Mr. Dick stated that the Foundation would appreciate it if a few trustees could attend the event to represent the College. Ms. Kuberski, Ms. Gerber, Mr. Jeff Reinke, Dr. David Naze, and Mr. Dick met recently to discuss the philanthropy and culture on campus, how to engage positive energy, and what might be able to be done to continue strong scholarship support, program investment, and capital improvements across campus. The Foundation Fall Appeal has gone out and focuses on Mrs. Marjorie Phillips, who received the Foundation's Lifetime Achievement award. The appeal also focuses on the concept of "Giving is living," and how important philanthropy is throughout the community and the College. Mr. Dick thanked trustees for the service they give. He stated that it is very beneficial to the Foundation to be able to say that the College's trustees are heavily engaged, and he invited trustees to make a participatory gift to the Foundation at any level.



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  
The Audit and Finance Committee is waiting for the audit to be completed. At this point, the auditors are awaiting the release of the guidelines from the federal government regarding auditing the federal funds.

ICCTA Representative  
Ms. Groezinger, Mr. Boldt, and Mr. Endress provided an update on the November ICCTA meeting, which included information on parliamentary procedures. The Gregg Chadwick Student Service Scholarship has been implemented. Ms. Groezinger sat in on the Diversity, Equity, and Inclusion (DEI) committee, and the committee is working on a community college statement, which will be shared with community colleges when it is complete. A great part of the meeting was spent on accountability and compliance with COVID issues, and Mr. Boldt believes Highland is probably one of the most compliant and fairest institutions he has seen. He said this put a lot of faith in administration that the College has been fair and even from a compliance standpoint. Three different community colleges are either starting or expanding industrial maintenance programs, with high levels of interest, and some have very successful cannabis programs. There was great information on the Open Meetings Act and FOIA, and Mr. Boldt suggested that this be discussed at a retreat. Trustees from other community colleges also took pictures of Ms. Groezinger's diversity tee-shirt, and she gave kudos to those at Highland who came up with the shirt. The ICCTA Onboarding Committee has developed six videos to train new trustees, and Mr. Boldt suggested trustees review those. Mr. Endress pointed out that two of the videos are currently available on the ICCTA website.

Board Chair  
Mr. Endress attended the Del Scheider mural dedication, and he expressed his appreciation to Mr. Rhyne, Ms. Groezinger, and Mr. Block.

Administration  
There were no additional updates.

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

**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. President's Contract**

Mr. Block moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, authorizing the approval of the Contract of Employment for the President. The roll call on the motion was as follows:

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

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

**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. Custodial/Maintenance Contract**

Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion that the Highland Community College Board ratifies the contract with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Year 2021 (July 1, 2021 through June 30, 2022). Mr. Endress noted that the recommendation is for Fiscal Year 2022, not Fiscal Year 2021, but that the dates listed in the recommendation were correct.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**DATES OF IMPORTANCE**

The next quarterly Board retreat will be held on Wednesday, December 8, 2021, at 8:00 a.m., with breakfast available at 7:30 a.m. The next regular Board meeting will be held on January 25, 2022, at

4:00 p.m. Both meetings will be held in the Robert J. Rimington Board room in the Student/Conference Center on the Highland campus.

**ADJOURNMENT**

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

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

At 6:22 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