

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 4:05 p.m. on January 25, 2022, 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 5:55 p.m.), Mr. James Rhyne Jr., Mr. Craig Knaack, and Ms. Hailey Johnson (departed 5:55 p.m.)

The following members attended virtually: Ms. Pennie Groezinger, and 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/CSSO, Student Development & Support Services; Dr. David Naze, Vice President/CAO, Academic Services; Mr. Kurt Simpson, Director, Facilities and Safety; Mr. Jeff Reinke, Executive Director, HCC Foundation; Ms. Karen Brown, Director, Human Resources; Mr. Jim Yeager, Faculty Senate President; and Ms. Christie Lewis, HRIS Administrator/HR Generalist

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.

MOMENT OF SILENCE IN MEMORY OF FORMER TRUSTEE J. BERRY WILLIAMS

Mr. Endress asked for a moment of silence in memory of former trustee Mr. J. Berry Williams, who passed away in December.

APPROVAL OF AGENDA

Mr. Block moved and Mr. Knaack 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

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the minutes of the November 2, 2021, regular meeting (rescheduled from October 26, 2021), November 23, 2021, regular meeting, and December 8, 2021, Board retreat, 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.

BUDGET REPORT

Ms. Janssen reported that this is the time of year when the Resource Allocation and Management Plan (RAMP) is completed. The document provides historical financial information, projections, opportunities, and needs from across campus. Budget managers were asked for input, and Ms. Janssen also asked for input at Opening Days. She will compile the list of needs with the hope to complete the update in March. Ms. Janssen met with the College's bond advisor, Ms. Tammie Beckwith-Schallmo, from PMA regarding the upcoming bond issuance, and the process will need to begin soon. Wipfli has provided Ms. Janssen with a draft of the financial statements. At this point, they are still waiting for the credit hour certification from the Illinois Community College Board (ICCB) and the audit guidelines from the Department of Education. If the information is received from ICCB, Wipfli feels confident in finalizing the audit report with the exception of the federal grant portion. Ideally, that will be completed in the near future. Currently, the audit is due to ICCB by March 31.

FOUNDATION REPORT

Mr. Jeff Reinke reviewed the timeline for the Legacy Campaign, noting that during the leadership phase, \$2.2 million has been raised from 39 donors, with another eight to 10 donations in the pipeline. The goal is to raise \$3 million by July 1, and then take the next eight to 12 months to secure the remaining \$1 million. Mr. Reinke is working with Ms. Kuberski to put together a campaign committee that will work with faculty and staff to raise funds from employees. A campaign celebration will be held on Saturday, April 29, 2023, at the Legacy Gala. The campaign brochure is being redone to reflect the new brand, and the new landing page on the Foundation website will also reflect the new brand. There will be a presentation on Wednesday, March 15, from 3:00 to 5:00 p.m. by the Giving Crowd, and Mr. Reinke encouraged trustees to attend the presentation and also check out the Giving Crowd's website. He will provide Ms. Grimes with the link to the website to send to trustees. The Distinguished Alumni event, which was originally scheduled for May 12, has been

rescheduled due to COVID and will now be held on November 17 at 5:00 p.m. in conjunction with the Foundation's annual meeting. The Foundation scholarship ceremony has also been postponed until the Fall, and Ms. Vicki Warthen and Ms. Pat Dunn have been doing a great job communicating with scholarship donors. Scholarship applications are due by April 1. Mr. Endress expressed his appreciation to Mr. Reinke for the PowerPoint presentation.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Dakota CUSD #201, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUST #203, Pearl City CUSD #200, Pecatonica CUSD #321, Stockton CUSD #206, and Warren CUST #205 for the 2022 – 2023 Academic Year (FY23)

Recommendation: That the Board of Trustees approves the CollegeNOW agreements, as presented, for the 2022 – 2023 (FY23) academic year for qualified students attending Dakota CUSD #201, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, Pearl City CUSD #200, Pecatonica CUSD #321, Stockton CUST #206, and Warren CUSD #205.

B. Administration

1. Board Meeting Schedule

Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m., with the exception of the October 2022 meeting. It is further recommended that the October 25, 2022, regular meeting be moved to the third Tuesday (October 18, 2022) at 4:00 p.m. due to a schedule conflict with the Association of Community College Trustees Annual Leadership Congress. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2023: January 25, 2022; February 22, 2022; March 22, 2022; April 26, 2022; May 24, 2022; June 28, 2022; July 26, 2022; August 23, 2022; September 27, 2022; October 18, 2022 (third Tuesday); November 22, 2022; December – no meeting; January 24, 2023; February 28, 2023; March 28, 2023; and, April 25, 2023.

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.

2. Seniority Lists

Recommendation: That the Board of Trustees approves the seniority lists, as presented,

for each full-time Highland faculty member that show the services each faculty member is competent to render.

D. Financial (None)

Mr. Knaack moved and Mr. Rhyne 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 – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA)

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 4.20: Holidays Observed

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading – Revised Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC

Mr. Block moved and Ms. Groezinger seconded the motion to approve for second

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

Whereupon the Chairperson declared the motion carried.

4. Second Reading – Revised Policy on Policies

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve for second reading revised Policy on Policies, as presented. 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.

5. First Reading – New Policy 4.037: Anti-bullying

Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for first reading new policy 4.037, Anti-bullying, as presented. The policy is recommended for inclusion in Chapter IV, Personnel, of the policy manual.

Ms. Groezinger expressed her appreciation for the diverse members of the work group, and Mr. Endress expressed his appreciation for the College putting something in place.

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.

6. First Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines

Mr. Block moved and Mr. Knaack seconded the motion to approve for first reading the revised College-Authorized Security Cameras Acceptable Use Guidelines, as presented, which are included in the Appendix of the Policy Manual. 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.

7. First Reading – Revised Policy on Definitions

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve for first reading the revised Policy on Definitions, 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.

8. First Reading – Revised Policy 4.095: Leave, Vacation-Administrative/Professional/Classified Employees

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve for first reading revised policy 4.095, Leave, Vacation-Administrative/Professional/Classified Employees, which is included in Chapter IV, Personnel, of the policy manual. 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.

9. First Reading – New Policy 3.102: Financial Aid Return of Title IV Funds

Mr. Block moved and Ms. Groezinger seconded the motion that the Board of Trustees approves for first reading new policy 3.102, Financial Aid Return of Title IV Funds, which is recommended to be included in Chapter III, Student, of the policy manual. 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.

10. Naming Opportunity: Neenah & Carl Fairbairn School of Nursing

Mr. Knaack moved and Mr. Block seconded the motion to approve the naming of the Highland Community College school of nursing the Neenah & Carl Fairbairn School of Nursing. It is further recommended that the name remains in place indefinitely until further action of the Board. 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.

11. Naming Opportunity: Mildred F. Ferguson Simulation Hospital
Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the naming of the Highland Community College new simulation hospital, located in the Ray and Betty Stamm Health Science Nursing Wing, the Mildred F. Ferguson Simulation Hospital. It is further recommended that the name remains in place indefinitely until further action of the Board. 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. Appointment: Coordinator, Student Success
Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the appointment of Ms. Amanda Venhuizen as full-time Coordinator, Student Success beginning February 1, 2022, at an FY22 salary of \$45,383, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within 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. Nextiva Communication Suite Proposal through MNJ Technologies for Transfer of Phone Services to a Cloud-Based Communication System
Mr. Rhyne moved and Mr. Boldt seconded the motion to approve the Nextiva Communications Suite proposal through MNJ Technologies, as presented, to transfer the Highland Community College phone service from on-premise to a cloud-based communication system at an annual cost of \$67,200 (plus applicable taxes and fees) for three years. 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. Contract Renewal with Panopto, Inc. for Hosted Video Management Solution
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve a three-year contract renewal with Panopto, Inc., for the services and training of a hosted video

management solution at a total cost not to exceed \$50,070 (\$16,690 per year). 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. Resolution Amending Participation in the Lee Ogle Enterprise Zone
Mr. Knaack moved and Mr. Block seconded the motion to approve the Resolution, as presented, amending participation in the Lee Ogle Enterprise Zone. 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.

4. First Reading – Tuition
Mr. Boldt moved and Mr. Block seconded the motion to approve for first reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$151.00 per credit hour effective Fall semester of 2022. In addition, it was recommended that the Board of Trustees approves for first reading an increase in the senior citizen rate from \$111.00 to \$113.00 per credit hour effective Fall semester 2022. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2022 tuition rates at community colleges contiguous to Highland have been determined. The roll call on the motion was as follows:

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

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

5. Acceptance of Bid: Restroom Renovation Project in Buildings “T” (Dorothy and RC Clock Technology Center) and “F” (Ferguson Fine Arts Center)
Mr. Block moved and Mr. Rhyne seconded the motion to authorize acceptance of the low base bid meeting specifications from Larson and Larson Builders, Loves Park, IL for \$462,650 for the bond-funded Restroom Renovation Project in buildings “T” (Dorothy and RC Clock Technology Center) and “F” (Ferguson Fine Arts Center). This bid is above the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Implementation of Compensation Study Adjustments and Salary Range Placements
Mr. Knaack moved and Mr. Boldt seconded the motion to approve the salary adjustments, as presented, resulting from the recent compensation study for administrative, professional, and non-union classified staff, effective January 1, 2022. The cost of the total amount of the adjustments will not exceed \$35,000 for FY22. Support of adjustments for eligible grant employees will be determined following a review of grant funds. In addition, it is recommended the Board of Trustees approves the Salary Range Table, as presented, showing revised placement for positions based on market data obtained or as a result of recent Illinois minimum wage increases. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Payment of Bills and Agency Fund Report – November 2021
Mr. Block moved and Mr. Knaack seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2021 bills, including Board travel, in the amount of \$601,322.14, Automated Clearing House (ACH) debits W0000624 amounting to \$29,436.92, Other Debits D0000110 amounting to \$62.36, and Electronic Refunds of \$6,195.00, with 4 adjustments of \$7,590.68, such warrants amounting to \$629,425.74. Transfers of funds for payroll amounted to \$579,027.27. The roll call on the motion was as follows:

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

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

8. Payment of Bills and Agency Fund Report – December 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 December 2021 bills, including Board travel, in the amount of \$647,287.29, Automated Clearing House (ACH) debits W0000625 amounting to \$31,643.42, Other Debits D0000111 amounting to \$24,400.00 and Electronic Refunds of \$5,366.00, with 8 adjustments of \$7,316.25, such warrants amounting to \$701,380.46. Transfers of funds for payroll amounted to \$824,048.64. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Knaack, Block, Endress, 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 last Saturday, Student Senate held their first meeting, which was a two-hour retreat. They discussed self-improvements and trying to set up things for students to do this semester.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

There was no report.

ICCTA Representative

ICCTA held a Zoom meeting last Friday. ICCTA's Michael Monaghan Meritorious Service Award will be presented to Mr. Noah Brown, former President and CEO of the Association of Community College Trustees, during the National Legislative Summit in Washington, DC in February. During the ICCTA meeting, there was a discussion about proposed legislation, including a proposal to change the Board Secretary to a voting member, and ICCTA will ask to withdraw the proposal for a year. Mr. Boldt attended his first ACCT committee meeting virtually. The committee will help promote April as Community College Month, and Mr. Boldt will contact Illinois community colleges and ask for ideas. Trustees were encouraged to let Mr. Boldt know if they had ideas.

Board Chair

Mr. Endress recorded his message for Opening Days and received feedback from someone who appreciated his remarks. COVID does not seem to be going away in northwest Illinois, and Mr. Endress expressed his appreciation for trying to keep the learning going.

Ms. Groezinger reported that ACCT's Diversity, Equity, and Inclusion committee met and started an annual evaluation checklist for the board, faculty, and staff. More information will be forthcoming. The committee will meet again in DC in February.

Administration

Mr. Rhyne asked about the alternate plot of land on which the College is looking to build the ag facility, noting that as we wait for this to come to fruition, it seems like the cost is going up a good amount. He asked when building now on the current plot outweighs building in the future, noting it seems the longer we wait, the cost goes up. Mr. Anderson explained that the donor will release the

plot now but not the land. Currently, Mr. Anderson is waiting for the survey to be completed so the eight-plus acres can be transitioned to the College and the project can go to bid. Originally the building was to be on the Foundation land that does not have utilities. Mr. Endress suggested reaching out to the firm that built and donated Richland Community College's building. This will be discussed further at the March retreat.

Ms. Kuberski reported that, as of Monday, credit hours were down 13.5 percent and head count down 14.3 percent, although there is still dual credit to be registered this week. Dr. Misty Thruman will give a more thorough report at Campus Connection after the 10th-day numbers are received. A vaccination and booster clinic will be held on campus on January 27 from 9:00 a.m. to 3:00 p.m., with all three vaccinations available. The clinic is open to the public.

Strategic Plan

This was included in a separate written report.

At 5:23 p.m., the Chairperson declared a recess; the meeting resumed at 5:30 p.m.

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 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: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger, 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. The video stream and meeting would resume after the Closed Session.

At 5:32 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:55 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

No action was necessary.

- 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. Memorandum of Agreement Between Highland Community College and Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate Regarding Teaching Modalities

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the Memorandum of Agreement, as presented, with the Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate, regarding online teaching modalities. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Memorandum of Understanding (MOU) for Spring 2022 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 Pandemic
Mr. Block moved and Ms. Groezinger seconded the motion that the Highland Community College Board approves the Memorandum of Understanding (MOU), as presented, for Spring 2022 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Memorandum of Agreement Between Highland Community College and Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate Regarding Transition of Coordinator of Early Childhood Education to Full-time Faculty Member

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the

Memorandum of Agreement, as presented, between Highland Community College and the Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate regarding the change in the employment status of Ms. Melissa Johnson, moving from staff to faculty, with placement on the faculty salary scale at MA + 30, resulting in an increase in salary to \$92,007 effective with the Spring 2022 semester. The roll call on the motion was as follows:

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

The vote being four ayes, no nays, and two abstentions, the Chairperson declared the motion carried.

4. Memorandum of Understanding (MOU) Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Regarding Academic Technology Resources Vacancy: Interim Plan

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the Memorandum of Understanding, as presented, between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, affiliated with AFT/IFT Local 1959, outlining an interim plan for the Coordinator of Academic Technology Resources due to a vacancy. It was further recommended that Mr. Michael Skwara, Coordinator of Learning Management System, serve as a temporary replacement for the Coordinator, Academic Technology Resources position and receive six hours of overload pay through June 30, 2022, or the date that the position is filled. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried

OLD BUSINESS

There was no old business.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes for Calendar Year 2022

Mr. Endress appointed Mr. Block and Ms. Groezinger to review Closed Session minutes for calendar year 2022.

DATES OF IMPORTANCE

The next regular Board meeting will be held on February 22, 2022, at 4:00 p.m. The next quarterly Board retreat will be held on Wednesday, March 9, 2022, at 8:00 a.m., with breakfast available at

7:30 a.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 Ms. Groezinger seconded the motion to adjourn the meeting. The roll call on the motion was as follows:

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

At 6:07 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