

**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 on February 22, 2022, was called to order by Mr. Jim Endress, Chairperson, at 4:03 p.m. on February 23, 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, Ms. Sarah Kuhlemeier (departed 5:34 p.m.), Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: Ms. Pennie Groezinger, Mr. Shawn Boldt, and Mr. James Rhyne Jr.

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; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Dan Dick, Major Gifts Officer, HCC Foundation; Dr. Julie Hartman-Linck, Faculty; Ms. Karen Brown, Director, Human Resources; Mr. Jim Yeager, Faculty Senate President; and, Mr. Jeremy Bradt, Director, Enrollment & Records

Mr. Endress stated that Illinois continues to be under a disaster proclamation related to public health, and an in-person meeting is not practical or prudent due to the COVID-19 pandemic. This meeting was properly noticed and is accessible to the public over Zoom. He asked if trustees who were attending virtually were able to hear.

**APPROVAL OF AGENDA**

Mr. Knaack 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, Johnson  
NAYS: None

Whereupon the Chairperson declared the motion carried.

### **APPROVAL OF MINUTES**

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the January 25, 2022, 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.

### **BUDGET REPORT**

Ms. Janssen reported that the annual update of the Resource Allocation and Management Plan (RAMP) is nearly complete and will be made available to trustees and the campus by April. The RAMP document and process used in updating it work in conjunction with the Higher Learning Commission criterion and the strategic plan. The document provides both an historical look and a projection of future results and includes a narrative of upcoming challenges and opportunities. The appendix makes a connection between the RAMP and the strategic plan. Ms. Janssen highlighted some of the financial charts in the document and noted that the College maintains a fund balance within the Illinois Community College Board (ICCB) guidelines. The RAMP includes projected revenue through the next three fiscal years based on historical trends, economic conditions, and the College's strategic goals. Expenses are projected using the same method. A section in the report addresses options for balancing the budget those three years. A few years ago, former trustee Mr. David Shockey suggested Ms. Janssen track the accuracy of the projections, which has been useful not only in the RAMP document but also in building the annual budget. Ms. Janssen reviewed a chart that included revenue and expense projections that were made in the Fall of 2019 regarding FY21 results, omitting the impact of the COVID relief funds. The projected revenue was about two percent higher than actual, and the projected expenses were about four percent lower than actual. The new opportunities and challenges section of the RAMP document includes input from across campus. One improvement that was made last year was to create an appendix that will be the first step toward development of a capital plan. Around 100 items have been identified and categorized by themes and funding sources, and this will be used as we move forward with the upcoming bond issuance.

### **FOUNDATION REPORT**

Mr. Dan Dick, Foundation Major Gifts Officer, provided the Foundation report. On March 9, the Foundation will be hosting a ribbon-cutting of the Mildred F. Ferguson Simulation Hospital, in conjunction with campus partners. The ribbon-cutting is private and will focus on the investment

that was made through Ms. Nancy Seeley and the Ferguson family. The campus community will have some opportunities to see the newly renovated spaces. On March 15, a hybrid webinar event will be held, and key donors and supporters of the College have been invited. During the event, Ms. Kuberski and Mr. Reinke will share updates on the vision of the College, current Legacy Campaign benchmarks that have been met, and their vision of where this is going, and Mr. Richard Blackman of the Giving Crowd will provide updates on asset-based giving and how to engage with nonprofit philanthropy. The Legacy Campaign is preparing to exit the leadership phase, and more information will be provided in the coming months regarding broader campus community outreach and outreach to key alumni and friends of the College. The Foundation board met last week, and Mr. Evan Talbert has joined the Foundation board.

### **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. Boldt seconded the motion to approve the consent item, 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 – New Policy 4.037: Anti-bullying

Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for second 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 stated that this is a perfect example of believing in the greater good of the College, and she thanked the workgroup, including Mr. Steve Mihina, Mr. Jim Phillips, Ms. Beth Groshans, Ms. Rhonda Perry, Ms. Christie Lewis, and

Ms. Karen Brown, for their efforts, as well as the Highland Diversity Committee, who has led the College as changemakers. The Anti-bullying policy is one of many important steps for our College and nation to ensure that everyone's voice matters, and Ms. Groezinger shared the College's efforts during the Association of Community College Trustees Diversity, Equity, and Inclusion Committee meeting in Washington, DC. She thanked everyone for their efforts in valuing each other.

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 Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading – Revised Policy on Definitions

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve for second reading the revised Policy on Definitions, 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 4.095: Leave, Vacation-Administrative/Professional/Classified Employees

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

Whereupon the Chairperson declared the motion carried.

5. Second Reading – New Policy 3.102: Financial Aid Return of Title IV Funds  
Mr. Knaack moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees approves for second 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: Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack,  
Block, Johnson  
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. First Reading – Revised Policy 4.034: Sexual Harassment  
Mr. Block moved and Ms. Groezinger seconded the motion to approve for first reading new policy 4.034, Sexual Harassment, which is recommended for inclusion in Chapter IV, Personnel, 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 – New Policy 4.035: Discrimination-Related Harassment  
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for first reading new policy 4.035, Discrimination-Related Harassment, which is recommended for inclusion in Chapter IV, Personnel, of the policy manual. 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 – New Policy 4.036: Sexual Harassment and Discrimination-Related Harassment Reporting Process  
Ms. Kuhlemeier moved and Mr. Block seconded the motion to approve for first reading new policy 4.036, Sexual Harassment and Discrimination-Related

Harassment Reporting Process, which is recommended for inclusion in Chapter IV, Personnel, of the policy manual.

Mr. Block commended the committee that worked on this. Mr. Rhyne raised a question regarding the informal complaint process and whether there was an obligation to report the incident if there were illegal actions but the person making the complaint did not want it reported. Ms. Brown stated that the College would work with the person bringing forward the complaint, but she would feel there was an obligation and duty to pursue, with our legal counsel's advice, to make sure the College was following the right path. Trustees discussed that this might fall under section "E" on page 42 of the Board packet, and Mr. Endress suggested Ms. Brown take this policy back to the committee for clarification before it comes back for a second reading.

Following discussion, Mr. Knaack moved and Mr. Rhyne seconded the motion to amend the original motion to approve policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process, as presented, with acceptable modification of item "E" on page 42 related to illegal actions, if needed. The roll call to amend the original motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

The roll call on the amended motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

## C. Personnel

### 1. Revised Job Description: Director, Marketing and Community Relations

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the revised job description for Director, Marketing and Community Relations, as presented, with placement remaining at range 38 on the Highland Salary Range Table. This is a full-time, exempt professional position. 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.

2. Revised Job Description: Vice President/Chief Academic Officer (CAO),  
Academic Services

Mr. Boldt moved and Mr. Knaack seconded the motion to approve the revised job description for Vice President/Chief Academic Officer (CAO), Academic Services, as presented, with placement remaining at range 45 on the Highland Salary Range Table. This is a full-time, exempt administrative position. 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. Second Reading – Tuition

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve for second 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 is recommended that the Board of Trustees approves for second reading an increase in the senior citizen rate from \$111.00 to \$113.00 per credit hour effective Fall semester of 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.

Trustees discussed what the College has done to cut expenses, and if a referendum had been considered. At the March Board retreat, Ms. Janssen will review the information she shared at the December retreat regarding steps that have been taken to reduce the deficit. Mr. Rhyne shared that he feels the students should be the last to foot the bill, and he does not want to get into a pattern of putting the cost on the backs of our students. He can support a tuition increase as long as the College has gone to the taxpayers with a referendum and they say “no.” He asked if the College was assuming that it would not want to go before the tax base or community, noting that if we are getting into the mode of placing the cost on the students, something is “out of kilter” with that, but he understands the pressures and mandates the College is under and declining revenue. Mr. Block noted that equalized assessed valuations (EAVs) keep going up every year so the College is bringing in additional dollars from the taxpayers, and he believes Ms. Janssen is probably conservative on what EAVs will be in the next couple years. He noted that the College has a better media presence in the community and is just at the tip of what we are doing to promote the

College. Highland should not be the best kept secret. Students have an opportunity for a good education. Mr. Rhyne stated that people will pay if they see value, and the majority see value in Highland. He affirmed that the College should not be the best kept secret.

The roll call on the motion was as follows:

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

The vote being six ayes and two nays, the Chairperson declared the motion carried.

2. Driver Training School Agreement Between Highland Community College and Rock Gate Capital, LLC (DBA 160 Driving Academy) for CDL Training  
Mr. Boldt moved and Mr. Rhyne seconded the motion to approve the driver training school agreement between Rock Gate Capital, LLC, dba 160 Driving Academy, and Highland Community College, as presented, for CDL training effective February 1, 2022, through December 31, 2022, with the option to renew the agreement for two years with the express written consent of both parties. 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.

3. Acceptance of Bid: Building "N" Microbiology Laboratory Renovation Project  
Ms. Groezinger moved and Mr. Knaack seconded the motion to authorize acceptance of the low bid and alternate bid #1 meeting specifications from Rockford Structures of Machesney Park, IL of \$450,100 for the Building "N" Microbiology Laboratory Renovation project. This bid is within the projected budget for the project. 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.

4. Approval of Statement of Final Construction Compliance: Building "S" Auxiliary Gymnasium Renovation Project  
Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the Statement of Final Construction Compliance, as presented, for the Building "S" Auxiliary Gymnasium Renovation project completed in 2021. 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.

5. Approval of Statement of Final Construction Compliance: Building “N” Science Laboratory Renovation Project

Mr. Block moved and Ms. Groezinger seconded the motion to approve the Statement of Final Construction Compliance, as presented, for the Building “N” Science Laboratory Renovation project completed in 2022. 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.

6. Payment of Bills and Agency Fund Report – January 2022

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 January 2022 bills, including Board travel, in the amount of \$764,471.55; Automated Clearing House (ACH) debits W0000626 amounting to \$22,083.19, and Electronic Refunds of \$4,948.67, with 11 adjustments of \$11,647.00, such warrants amounting to \$779,856.41. Transfers of funds for payroll amounted to \$507,380.30.

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 and the Resolution adopted.

Mr. Endress announced that the reports, which were next on the agenda, would be given later in the meeting, so that all trustees could be present for Closed Session.

**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 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: Block, Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, 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 5:18 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: Endress, Groezinger, Boldt, Rhyne, Knaack, Johnson  
NAYS: Block

The vote being six ayes and one nay, at 5:53 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**

Mr. Block moved and Mr. Knaack seconded the motion that the Board of Trustees grants tenure to Speech Communication Instructor, Harry Bodell. 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.

2. Appointment of Tenure

Mr. Knaack moved and Mr. Rhyne seconded the motion that the Board of Trustees grants tenure to Integrated Reading and Writing/Co-Requisite Writing Instructor, Jami Spencer. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Appointment of Tenure

Mr. Knaack moved and Mr. Block seconded the motion that the Board of Trustees grants tenure to Mathematics Instructor, Martin Hilberg. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Appointment: Interim Vice President/Chief Academic Officer (CAO), Academic Services

Mr. Block moved and Ms. Groezinger seconded the motion to approve the appointment of Mr. Jim Phillips as full-time interim Vice President/Chief Academic Officer (CAO), Academic Services, extending from February 23, 2022, to June 30, 2022, for a stipend of \$5,750 over the length of this appointment, plus appropriate fringe benefits. Such salary shall be in conjunction with any other salary and benefits Mr. Phillips would be entitled to receive under his current position as Dean of Humanities, Social Sciences, and Fine Arts. 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.

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 Understanding (MOU) Between Highland Community College (Board of Trustees) and Highland Community College Custodial and Maintenance, Affiliated with IFT/AFT/AFL-CIO Local 1957 Regarding Clarification of Contract Section 18.4

Mr. Knaack moved and Mr. Block seconded the motion to approve the Memorandum of Understanding (MOU), as presented, between Highland Community College (Board of Trustees) and Highland Community College

Custodial and Maintenance, affiliated with IFT/AFT/AFL-CIO Local 1957 clarifying the intent of Section 18.4 of the contract. 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.

## **REPORTS**

**Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance**  
There was no additional report.

### **Student Trustee**

Ms. Johnson reported on her experience in Washington, DC earlier this month. She thanked the trustees for allowing her to attend the Association of Community College Trustees National Legislative Summit in Washington, DC, and Mr. Boldt, Ms. Groezinger, and Ms. Grimes for making the trip fun and for the new experiences. Ms. Johnson was 10 feet away from First Lady Jill Biden, and she had the opportunity to speak with Congresswoman Cheri Bustos regarding how the HEERF funds have been used to support students at Highland. She met other student trustees through ACCT's Student Advisory Committee, where they talked about what they did as student trustees at their own colleges and shared solutions for problems and making the student experience better. She learned that Highland is on a similar track as other community colleges around the United States, and they also have similar student issues, including tuition, book costs, how to pay for college and where students can seek help, such as through scholarships or loans. Ms. Johnson said this was a fun and educational experience, and she is grateful that she was able to go.

### **Shared Governance**

See President's administrative report.

### **ONE Highland**

See President's administrative report.

### **Audit and Finance Committee**

There was no update.

### **Illinois Community College Trustees Association (ICCTA) Representative**

Mr. Boldt reported that there was a lengthy legislative update at the ICCTA meeting held during the National Legislative Summit, and he will have another update from the ICCTA meeting in Peoria. He congratulated Ms. Groezinger and Ms. Johnson for the incredible job they did in meeting with Congresswoman Cheri Bustos and for presenting the information very well. There was a lot of information gathered during Rural Day, and Mr. Boldt will put the information together to discuss at the Board retreat.

### Association of Community College Trustees (ACCT)

Mr. Boldt reported that April is Community College Month. The ACCT committee Mr. Boldt is a member of met today via Zoom, and a packet will be out in the next 10 days for Community College Month. This is a good opportunity to promote the College. Ms. Groezinger reported that the Diversity, Equity, and Inclusion Committee met, and mental health is a big focus right now. A good amount of time was spent talking about neurodiversity and strengthening inclusion to include autism, ADHD, and dyslexia. Inclusion comes at all levels, and ACCT challenged all to make sure they were paying close attention to the mental health piece. The Rural Day has everyone thinking if the College should invest in a grant writer or collaborate with other colleges to figure out how to obtain government funds.

### Board Chair

Mr. Endress was unable to attend the National Legislative Summit, and he noted that his registration fee was able to be credited to the Fall ACCT conference, and the hotel and airfare were able to be canceled.

### Administration

Ms. Kuberski shared that dual credit is primarily registered, and Spring head count is currently up 6.9 percent and credit hours up .4 percent, compared to being down 2.4 percent in the Fall. There is still the second eight-week classes that could have an impact. For 10<sup>th</sup> day numbers, some community colleges were up a little, while others were down double digits. Fall registration starts in April, and there are a lot of recruitment opportunities, including rolling out the new brand, that will help “set the table” for Fall. When Governor J. B. Pritzker pulled back the mask mandate, it did not include K-12 but did include community colleges. The Governor left it to the community colleges to decide how they will proceed, and ICCB has said they are also leaving it up to the individual community colleges. The College is currently watching what the Centers for Disease Control and Illinois Department of Public Health might change, neither of which have currently made that announcement, although they are considering modifications. The Emergency Operations Team meets tomorrow and is considering a phased-in approach that would start with slow movement to not having masks in lobbies and student gathering spaces, such as the cafeteria eating area, but masks would still need to be worn in classrooms, labs, and service areas, such as the bookstore, library, Admissions and Records, and Advising, and then continue to pull that back slowly. One thing that is being kept in mind is the faculty MOU and making sure we are in keeping with that language and also realizing that students who registered for this semester did so with the understanding that if they were on campus, there would be social distancing, room capacities, and masks in the classroom. We do not want students to feel that they were miscommunicated to, but also recognize that what we do now will impact the student’s experience and whether they want to come back or come to the College in the Fall. There will be another discussion tomorrow with the hope to communicate to campus this week regarding where the College lands on this, so when the mask mandate shifts and students come back to campus on Monday, they all understand what is expected at Highland. Mr. Endress encouraged Ms. Kuberski to err on the side of caution rather than being overly aggressive, and Ms. Kuberski stated that our guidelines have done a good job of limiting disruption on campus. The number one goal is to make sure everyone is safe, and our second goal is to offer as many in-person learning opportunities as possible, keeping in mind that going back and forth causes more confusion. Mr. Boldt reported that at the ICCTA meeting, the general consensus of the attorneys was to phase changes in and do so when you know what you want to do.

Strategic Plan

There was no report.

**OLD BUSINESS**

Higher Learning Commission Accreditation

Ms. Kuberski reported that the College received the final report from the Higher Learning Commission. There were 23 core components, and the goal was to have a “met” on all core components. The College met 96 percent, and the one that was “met with concerns” was regarding faculty credentials related to tested experience, particularly in the tech areas, and having that clearly documented. The reviewers felt one file did not have the same level of documentation they would like, which led to us having a monitoring report due around that issue. The monitoring report is due June 1 and deals with the level of documentation and process for documenting that, and the Deans are working on this. This is minor in the scheme of things, and ultimately, we feel very good where we are with that. The next step is to post the report on the website and send the report to campus.

**NEW BUSINESS**

Vice President/Chief Academic Officer (CAO). Academic Services Search

Earlier trustees approved the new job description, which needed to be done before the search could begin. The search committee has been selected, advertising reviewed, and the brochure will be updated. The target is a July 1 start date. The committee will do due diligence to make sure we do not settle. Ms. Kuberski does not expect any changes to the process, as the questions led to a strong candidate. The candidates will be brought on campus and have a chance to meet with faculty and the campus community, as was done last time.

**DATES OF IMPORTANCE**

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. There is a limited public ribbon-cutting for the simulation lab, and an invitation to tour the facility between 2:30 and 6:00 p.m. that night. The ribbon-cutting will be livestreamed, and trustees are invited to watch the ribbon-cutting in an overflow room near the event. The next regular Board meeting is April 26, 2022. Mr. Endress thanked trustees for their flexibility in delaying the February meeting by one night due to inclement weather.

**ADJOURNMENT**

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

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

At 6:26 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