

**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 4:01 p.m. on March 22, 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. Pennie Groezinger, Mr. Shawn Boldt, Mr. James Rhyne Jr., Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: 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; Mr. Dan Dick, Major Gifts Officer, HCC Foundation; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Christie Lewis, HRIS Administrator/HR Generalist; Ms. Jenn Alderman, Faculty; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Sara McKenna, Wipfli, LLC; and Mr. Josh Faivre, Wipfli, LLC

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. Endress requested that the agenda be amended to remove item IX-D-3 – Acceptance of Proposal: Athletics, Learning, and Event Center Feasibility Study. Mr. Block moved and Mr. Rhyne seconded the motion to approve the agenda, as amended.

Ms. Kuberski explained that the Feasibility Study Committee reconvened to discuss feedback received from the Board and committee. During the meeting, Mr. Boldt suggested that a previous feasibility study they had submitted be requested from each of the two vendors. One of the documents was received on Monday and the other has not yet been received. The intent is to have the committee meet again next week to review the documents and for the Board to vote on a recommendation at the April meeting.

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 February 23, 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 Resource Allocation and Management Plan (RAMP) has been sent to trustees via email. The document includes 124 new opportunities and challenges submitted by budget managers. The items are linked to the strategic plan and Higher Learning Commission criterion and are categorized by short- and long-term items and types. The budget process will kick off on March 28, which is one month earlier in case reductions need to be made. The big difference in the FY23 budget is that Higher Education Emergency Relief Funds (HEERF) will no longer be part of the budget. The FY23 budget projection includes a \$320,000 deficit, which would reduce the fund balance. Measures will be considered to stabilize the budget and bring it more in balance.

### **FOUNDATION REPORT**

Mr. Dan Dick, Foundation Major Gifts Officer, provided the Foundation report. The Foundation hosted the first-ever webinar last week, and Mr. Dick thanked Ms. Kuberski and Mr. Endress for their participation. During the event, Ms. Kuberski shared College updates, particularly related to working with the Foundation to create new opportunities to reimagine the College, and Foundation Executive Director, Mr. Jeff Reinke, provided a campaign update. The next phase of the campaign will be an internal campaign and to talk more publicly on campus, and with alumni and the community. Scholarship applications are due April 1, and the Foundation's golf outing is scheduled for September 9. Mr. Endress referred to a previous question about the total number of

scholarships offered through the Foundation and how many get awarded, and Mr. Dick will gather this information.

**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. Rhyne 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 – Revised Policy 4.034: Sexual Harassment

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – New Policy 4.035: Discrimination-Related Harassment

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – Policy Manual Chapter V: Board of Trustees

Mr. Block moved and Mr. Knaack seconded the motion to approve for first reading the revised policies in Chapter V of the Policy Manual and affirm for first reading the unchanged policies in Chapter V of the Policy Manual. 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.

C. **Personnel**

1. Revised Job Description: Bookstore Assistant

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the revised job description, as presented, for Bookstore Assistant with placement at range 18 on the Highland Salary Range Table. This is a part-time, non-exempt classified 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. Acceptance of Bid: Maintenance Barn Roof Replacement Project

Mr. Knaack moved and Mr. Boldt seconded the motion to authorize acceptance of the low base bid meeting specifications from J & F Chiatello Construction of Dyer, IN of \$156,789 for the Maintenance Barn Roof Replacement project. This bid is within the projected budget for the project. 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.

2. Acceptance of FY21 Annual Audit

Mr. Boldt moved and Ms. Groezinger seconded the motion to accept the annual audit for FY21.

Ms. Sara McKenna and Mr. Josh Faivre of Wipfli provided an overview of the FY21 audit, explaining that the audit was delayed due to the technical difficulties encountered by the Illinois Community College Board and waiting for the federal government to issue additional guidance for HEERF. The College received five clean “unmodified” opinions for the basic financial statements, State Adult Education and Family Literacy grants, enrollment data, internal controls over financial reporting or compliance, and direct and material compliance requirements, and there were no findings on major federal programs. Ms. McKenna noted that in 2021, a new accounting standard was implemented regarding fiduciary activities. In the past, the fiduciary activities were recorded as assets and liabilities because the auditors said the money was like a payable due to someone else, but under the new standard the revenues, expenses, and activities of the program will be recorded and have moved out of the Agency Fund to the Restricted Purposes Fund. This resulted in a \$458,000 increase in the fund balances. Assets increased by about \$2.2 million, mostly related to the new COVID HEERF grant. Liabilities decreased by \$2.6 million, mostly due to the principal payments on the bonds and capital leases. There was an increase of \$4.1 million in net non-operating revenue and expenses due to reporting SURS pension and Other Post-Employment Benefits (OPEB) on-behalf payments from the State of Illinois, property taxes, state, and federal grants. The State OPEB increased \$780,000, property taxes increased \$580,000, and the federal grants increased \$1.7 million, mostly related to HEERF grants. The net income for the year was a positive outcome of \$2.8 million. The top five revenue sources were property taxes and replacement taxes at 32 percent; State on-behalf payments at 24 percent; federal grants at 19 percent; student tuition and fees at 13 percent; and State grants at five percent. Mr. Endress reminded trustees that the SURS and OPEB money the College never really sees but must be shown in the audit, and Mr. Faivre explained that it is money the State pays on behalf of the College but it never touches the College books. The top five expense sources include instruction at 41 percent; instructional support at 20 percent; operations and maintenance at nine percent; student services at eight percent; and scholarships and grants at seven percent. Mr. Faivre noted that credit hours have gone down about 24 percent over the last five years. Property taxes are the largest source of revenue, and as assessed valuations go up, more property taxes come in, which also affects the property tax rates. As a result, the College has been able to keep the tax rates stable and level. The PowerPoint presentation from the meeting will be shared with trustees.

Following discussion, the roll call on the motion was as follows:

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

The vote being unanimous, the Chairperson declared the motion carried.

Mr. Endress thanked Mr. Faivre and Ms. McKenna for their work on the audit.

3. Acceptance of Proposal: Athletics, Learning, and Event Center Feasibility Study  
This item was removed from the agenda earlier in the meeting.

4. Payment of Bills and Agency Fund Report – February 2022

Mr. Boldt 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 February 2022 bills, including Board travel, in the amount of \$1,666,832.42, Automated Clearing House (ACH) debits W0000627 amounting to \$13,280.02, Other Debits D0000112 amounting to \$90.92, and Electronic Refunds of \$33,247.11, with 6 adjustments of \$16,017.89, such warrants amounting to \$1,697,432.58. Transfers of funds for payroll amounted to \$571,983.66.

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 and the Resolution adopted.

## **REPORTS**

### **Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance**

There was no additional report. Mr. Endress thanked Ms. Janssen for overseeing the audit and working with Wipfli. Ms. Janssen noted that it is a team effort and she will pass along Mr. Endress' appreciation.

### **Student Trustee**

Ms. Johnson reported that Student Senate has been discussing graduation and Student Senate and Student Trustee elections. Ms. Johnson will end her term on the Board at the next meeting.

### **Shared Governance**

See President's administrative report.

### ONE Highland

See President's administrative report.

### Audit and Finance Committee

Mr. Boldt reported that the Audit & Finance Committee met earlier today. The meeting would normally have been held in October, so we are not far from starting the audit process again.

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

Mr. Boldt reported that there were good discussions during the March ICCTA meeting. Discussion topics included enrollment trends, recruiting at a young age, employee fatigue, mental health support, and the newly revised Statement of Economic Interests (SOEI) form. ICCTA is working to change some of the language on the SOEI form. ICCTA approved their Anti-Racism Statement, which Ms. Groezinger read (see attached). Mr. Endress assisted with judging the Outstanding Alumni and Outstanding Trustee awards, noting that the quality of the nominees was phenomenal. Trustees who are interested in helping review nominations should let Mr. Endress, Ms. Groezinger, or Mr. Boldt know which awards they would like to review. The ICCTA Awards Committee also met during the ICCTA meeting.

### Association of Community College Trustees (ACCT)

April is Community College Month, and Mr. Boldt encouraged trustees to search "ACCT cc month" for ways to promote the College, including sample proclamations, Twitter and Facebook posts, letters to the editor, and radio and television spots. Governor J. B. Pritzker has issued a proclamation for Community College Month, but at this point, the White House has not yet issued a proclamation. Mr. Boldt reported that nine out of 10 community college graduates stay in Illinois.

### Board Chair

Mr. Endress attended the Stephenson County Farm Bureau's legislative breakfast and shared concerns with Representative Andrew Chesney and Ms. Victoria Hansen, Manager of the Stephenson County Farm Bureau, that Highland's State funding is the second lowest in the State. Ms. Hansen will also share his concerns with Mr. Kevin Semlow from the Farm Bureau's state office. Mr. Endress pointed out that if the funding formula stays the same, even if the Governor increases State funding, that is not much of an increase to Highland, and we need to think of other ways to strengthen the message or approach other partners to figure out a way to potentially impact funding from the State.

### Administration

Ms. Kuberski reported that there has been a downward shift in enrollment, and the second eight-week courses begin on Monday. Head count is currently up 4.8 percent but credit hours are down 1.3 percent. The College is moving into phases of changing our requirements on campus, and masks are no longer required in hallways or common areas. She anticipates rolling out Phase II by April 4, which hopefully coincides with the expiration of the Governor's Executive Order that requires testing or vaccination. The College is contemplating still offering testing until the end of the semester or until funding runs out at the end of June, especially for athletes and nursing students, since some would not have transportation to go elsewhere for testing. The College is also deciding what things will look like for Summer and Fall, and trying to get the message out about Fall prior to Fall registration. Mr. Block congratulated Ms. Kuberski on the ribbon-cutting for the

simulation hospital and the media department on the publicity. Ms. Kuberski reported that Chartwell is working on a video that can be used for additional media coverage and publicity in the future.

As a follow-up to the ICCTA report earlier in the meeting, Mr. Boldt reported that he attended a three-hour session on funding and available grants and has a handout from the meeting, if anyone is interested.

Strategic Plan

There was no report.

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; collective negotiating matters between the public body or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and, litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, 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: Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger, Boldt, 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 5:10 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 6:19 p.m., the Chairperson declared the motion carried and the Closed Session ended.



**ACTION, IF NECESSARY**

No action was necessary following Closed Session.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Mr. Boldt reported that ICCTA is working on restructuring their dues, and information should be sent to the College by July, effective the following July. Mr. Boldt is seeking nomination to an ICCTA board position, and Mr. Endress has signed the required letter of support.

**DATES OF IMPORTANCE**

The next quarterly Board retreat will be held on Wednesday, June 8, 2022, at 8:00 a.m., with breakfast available at 7:30 a.m. The next regular Board meeting is April 26, 2022.

**ADJOURNMENT**

Prior to the motion for adjournment, Ms. Kuhlemeier thanked Ms. Johnson for her service as Student Trustee.

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

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

At 6:23 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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

*Hubert  
3/22/22  
Board Meeting*

## **Draft Anti-Racism Statement**

*Proposed by the ICCTA Diversity Committee on 3/11/22*

The Board of Representatives, administration, and staff of the Illinois Community College Trustees Association recognize that racism is pervasive in our society and that no segment of our nation is exempt, including our member colleges. We acknowledge that students, alumni, and employees of our member colleges, especially those who are Persons of Color, have experienced and have been hurt by marginalization, silencing, tokenism, erasure, and other damaging practices. We unconditionally reject racism in all forms and embrace the institutional change necessary to dismantle systems that perpetuate injustice and inequity.

We will listen and learn from each other and work to hear and amplify the voices of those who have been marginalized, and we will use every opportunity to create lasting change in alignment with these objectives.

This process of centering the voices of those Persons of Color is ongoing and we intend it to be a new and permanent part of our lives together.

*Adapted from the University of Redlands Anti-Racism Statement*