

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 April 26, 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 (departed 5:23 p.m.), Mr. James Rhyne Jr. (arrived 4:03 p.m.), Mr. Craig Knaack, and Ms. Hailey Johnson

The following members attended virtually: None

The following members were absent: Ms. Sarah Kuhlemeier

Others physically present: Ms. Jill Janssen, Vice President/CFO, Administrative Services, Board Treasurer; Mr. Pete Fink, Director, ITS; Ms. Chloe Smith, Student Trustee-elect; and Ms. Terri Grimes, Board Secretary

Others virtually present: Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Jim Phillips, Interim Vice President/CAO, Academic Services; Mr. Jeff Reinke, Executive Director, HCC Foundation; Mr. Kurt Simpson, Director, Facilities and Safety; Mr. Pete Norman, Director, Athletics and Physical Education; Ms. Karla Giuffre, Faculty; Ms. Jennifer Smith-Norman, Parent of Student Trustee-elect Ms. Chloe Smith; Ms. Caley Marten, Director, Columbia College Freeport Campus; and, Ms. Karen Brown, Director, Human Resources

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

Ms. Groezinger 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, Knaack, Block, Johnson
NAYS: None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF MINUTES

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the minutes of the March 9, 2022, Board retreat and the March 22, 2022, Audit & Finance Committee and regular meeting, as presented. 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.

PRESENTATION OF TRUSTEE SERVICE AWARDS

Ms. Groezinger was recognized for five years of service on the Board of Trustees, and Mr. Endress was recognized for 15 years. Both trustees were presented with a lapel pin signifying their years of service. Ms. Groezinger thanked Mr. Endress for his leadership and caring about the great institution.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Johnson thanked the trustees for the great experience and the Washington, DC trip. She will take what she learned at Highland to the next place she goes and believes Ms. Smith will do a great job as Student Trustee. Mr. Endress presented Ms. Johnson with a token of appreciation.

As a follow-up to the trustee service awards, Mr. Endress explained that service awards are given in five-year increments, and he thanked all the trustees for their service.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Ms. Chloe Smith, newly elected Student Trustee, was sworn in and seated. Mr. Block reiterated the importance of the Student Trustee position on the Board, noting that their voice matters. Trustees always listen to what the Student Trustee says and their perspective.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Caley Marten, new Director of Columbia College's Freeport campus, introduced herself, noting that several years ago she served as Highland's Disability Services Coordinator.

BUDGET REPORT

Ms. Janssen reported that the General Assembly amended the FY22 budget, which resulted in the College receiving an additional five percent (\$59,000) on the Base Operating grant. The FY23 budget includes a five percent increase for the community college system but at this point it is unknown how that will affect our allocation. Ms. Karen Brown, Director of Human Resources, and Ms. Janssen have

been working with Mr. Chris Shockey and Mr. Patrick McDermott from Freeport School District on the possibility of sharing a grant writer. A job description and Intergovernmental Agreement have been drafted, and the respective attorneys are reviewing the documents. A recommendation may be presented to trustees for approval at the May regular meeting. Ms. Janssen noted that today's agenda includes an action item for the medical insurance premiums for FY23, and early approval of the rates is helpful for the budgeting process. She had budgeted a two percent increase in the cost of benefits, but the rates are only increasing one-half percent for medical, while dental is decreasing five percent, which represents about \$50,000 less in costs than what was originally projected.

FOUNDATION REPORT

Mr. Jeff Reinke, Foundation Executive Director, reported that the Legacy Campaign broke the \$3 million mark toward the \$4.5 million goal, with another \$700,000 to \$800,000 out in pending asks that will hopefully be secured by September 1. The public phase of the campaign will begin on May 1, with direct appeals to the donor base and working on the next tier of prospects that will be considering gifts of less \$25,000. Mr. Reinke anticipates the next phase will be a year in length, culminating with a celebration at the Legacy Gala on April 29, 2023. About 60 gifts have been made to the campaign so far, with around 22 gifts from the Foundation board and Highland trustees totaling well over \$200,000. He thanked Ms. Chris Kuberski for putting together a great group of faculty and staff to work on the internal campaign, which should be rolled out during Opening Days. In the next six to eight weeks, the Foundation will work on securing the Corporate Partners for the next academic year and adding benefits that create more visibility. This is the fifth year of the Corporate Partner program, which has generated \$450,000 in the first four years. Mr. Reinke is looking at increased visibility on the College website page for the top two Corporate Partner levels. In addition, a President's Breakfast is scheduled in October for the Corporate Partners, and Mr. Reinke is working with Ms. Tracy Brewer from Highland's Business Institute on a Partner Showcase in the Spring. Corporate Partners will be invited to the event to learn about the Business Institute, hear from some of the instructors affiliated with different programs, and share their needs. Mr. Reinke is working with Ms. Gerber and hopes to have corporate logos displayed on light pole banners that go around the circle drive to create more visibility. He encouraged trustees to let him know of other potential Corporate Partners. The Foundation Board will meet on May 19 at noon, with a special tour of the Simulation Hospital following the meeting for all Foundation board members, and Mr. Reinke invited trustees to join the tour. Ms. Nancy Seeley was impressed with the ceremony, signage, and recognition given to her mother and family through the Simulation Hospital, and she has committed another \$100,000 to the Nursing program for the purchase of simulation manikins. Mr. Reinke concluded his remarks by announcing that Mr. Rich Blackman of The Giving Crowd will be on campus Wednesday, June 15, from 11:30 a.m. to 1:30 p.m., for an informational session regarding philanthropy and lunch. Trustees should let Mr. Reinke know of individuals who should be invited to the event, and he will provide information to Ms. Grimes to share with trustees.

CONSENT ITEMS

A. Academic

1. Eagle Ridge Vocational Delivery System Education for Employment (EFE) #160 Organizational Intergovernmental Agreement, Addendum, and Resolution
Recommendation: That the Board of Trustees approves the Eagle Ridge Vocational Delivery System Education for Employment (EFE) #160 Organizational Intergovernmental Agreement, Addendum, and Resolution between Highland Community College and Eagle Ridge Vocational System Education for Employment (EFE) #160, as presented.

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

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

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

MAIN MOTIONS

A. Academic

1. New Program: Cannabis Studies Certificate Program
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the new Cannabis Studies Certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – Policy Manual Chapter V: Finance and Facilities

Mr. Block moved and Ms. Groezinger 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, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – New Policy 4.036: Sexual Harassment and Discrimination-Related Harassment Reporting Process

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve for second reading new policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process, as presented. The policy is recommended for inclusion in Chapter IV, Personnel, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading and Waive Second Reading – Revised Policy 5.25: Web Page Accessibility

Mr. Rhyne moved and Mr. Boldt seconded the motion to approve for first reading revised policy 5.25, Web Page Accessibility, as presented. The policy is included in Chapter V, Finance and Facilities, of the policy manual. It is further recommended that the Board of Trustees waive the second reading of this policy due to external requirements. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. New Job Description: Coordinator, Student Support Services (Grant Funded)

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the new job description for Coordinator, Student Support Services, as presented, with placement at range 24 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY22 grant year budget. This position is dependent upon continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. New Job Description: Early Childhood Mentor/Coach (Grant Funded)
Ms. Groezinger moved and Mr. Block seconded the motion to approve the new job description for Early Childhood Mentor/Coach, as presented, with placement at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY22 grant year. This position is dependent upon continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Descriptions: Groundsperson: Groundsperson Assistant
Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the revised job descriptions for the Groundsperson and Groundsperson Assistant, as presented. The Groundsperson position placement will remain at range 23 on the Highland Salary Range Table, with the Groundsperson Assistant placement at range 19 on the Highland Salary Range Table. These are full-time, non-exempt classified positions and are included in the FY22 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of Proposal: Purchase of 2022 Chevrolet One-ton Cab and Chassis
Mr. Knaack moved and Mr. Boldt seconded the motion to authorize acceptance of the proposal from The Bocker Group of Freeport, IL in the amount of \$32,831.27 for the purchase of a 2022 Chevrolet Silverado WT one-ton cab and chassis. This purchase is included in the FY22 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Proposal: Athletics, Learning, and Event Center Feasibility Study
Mr. Block moved and Mr. Boldt seconded the motion to authorize acceptance of the proposal from Sports Facilities Companies of Clearwater, Florida in the amount of

\$60,000, including travel and expenses, to conduct a feasibility study for an athletics, learning, and event center. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Health Insurance Rates

Ms. Groezinger moved and Mr. Knaack seconded the motion to establish the following monthly rates for medical, dental, and vision insurance during FY23 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 857.68	Retiree Only	\$ 857.68
Family Plan	\$2,144.20	Retiree with Family Plan	\$2,144.20

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 754.76	Retiree Only	\$ 754.76
Family Plan	\$1,886.90	Retiree with Family Plan	\$1,886.90

Medical (Blue Cross Blue Shield PPO Co-Pay Plan):

Employee Only	\$ 744.55	Retiree Only	\$ 744.55
Family Plan	\$1,861.37	Retiree with Family Plan	\$1,861.37

Dental (Blue Cross Blue Shield):

Employee Only	\$ 27.34	Retiree Only	\$ 27.34
Employee + Spouse	\$ 55.62	Retiree + Spouse	\$ 55.62
Employee + Child(ren)	\$ 57.42	Retiree + Child(ren)	\$ 57.42
Family Plan	\$ 102.54	Retiree with Family Plan	\$ 102.54

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

Mr. Endress pointed out that there was a correction to the first line on the second page of the background information. The sentence should read that the College will contribute \$600 to each employee's Health Savings Account, rather than \$500, as listed. The correction does not affect the recommendation.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Agreement for Audit Services for Web Accessibility

Ms. Groezinger moved and Mr. Boldt seconded the motion to authorize acceptance of the proposal from Accessible 360 in an amount not to exceed \$23,800 for a two-year agreement for web accessibility services, automated and manual testing, reporting dashboard, and remediation support. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the March 2022 bills, including Board travel, in the amount of \$957,050.30, Automated Clearing House (ACH) debits W0000628 amounting to \$44,624.02, and International Wire Transfer debits I0000002 of \$602.93, Electronic Refunds of \$1,262.34, with 7 adjustments of \$2,623.08, such warrants amounting to \$1,000,916.51. Transfers of funds for payroll amounted to \$566,463.73. The roll call on the motion was as follows:

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

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

Before moving on in the agenda, Mr. Endress explained that Ms. Chris Kuberski's father passed away on Saturday, so she was unable to attend the meeting.

REPORTS

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

Student Trustee

There was no report.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

There was no report.

Illinois Community College Trustees Association (ICCTA) Representative

The next ICCTA meeting will be held on Friday. Highland will host the ICCTA Northwest Region meeting on Wednesday, June 8. Mr. Jim Reed, Executive Director of ICCTA, will attend the Board retreat that morning, as well. The evening agenda will include a tour of the Mildred F. Ferguson Simulation Hospital and science labs, with other details to be determined. The presentation will include what the College learned through the Higher Learning Commission process. The College's two-year rotation as the Northwest Region representative will end June 30, and Kishwaukee College will begin their term on July 1.

Association of Community College Trustees (ACCT)

A Central Region meeting is scheduled virtually, and Mr. Boldt will attend.

Board Chair

Mr. Endress has been in communication with Ms. Kuberski and she has done an excellent job keeping him informed. He has also been a part of the administrative team for negotiations.

Administration

Mr. Knaack expressed his appreciation for the specificity in the administrative reports that reference outcomes. Ms. Gerber reported that the College has been sharing information during Community College Month and on April 13, there was a Facebook post made by Ms. Alyssa Stevens encouraging alumni to post what year they graduated from Highland and what they are doing now. The post reached 7,334 people, 2,040 people were engaged with the post, and there were 171 comments. Ms. Gerber encouraged trustees to look at the Facebook post and read some of the comments.

Strategic Plan

There was no report.

CLOSED SESSION

Ms. Groezinger moved and Mr. Boldt seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body under Open Meetings Act exception 2-C-1; collective negotiating matters between the public body and its employees or their representatives under exception 2-C-2; and, probable, pending, or imminent litigation under exception 2-C-11, 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, Knaack, Block, Endress, Groezinger, Boldt, Smith
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 5:08 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, Rhyne, Smith
NAYS: None

At 5:27 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

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

In Ms. Kuberski's absence, Ms. Grimes read an update from Ms. Karen Brown, Director of Human Resources, on the current search for a new Vice President/CAO. Due to the lack of candidates for the position, it was suggested that the College consider using a search firm. If the trustees agree with proceeding, a search firm will be recommended to trustees at the May regular Board meeting. It was noted that all five search firms that were contacted suggested that the timing for advertising now is not the best and suggested starting to post for candidates in August or September, with a tentative start date of January 2023. Mr. Endress noted that work is in process on an extension of Mr. Jim Phillips' appointment as interim Vice President/CAO to the beginning of the year, and that action item will probably be presented at the May regular meeting.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

Honors Convocation will be held on May 19 and Commencement will be held on May 21. Mr. Endress requested that trustees let Ms. Grimes know whether or not they are attending the events. The next regular Board meeting will be held on May 24, 2022, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat is scheduled for Wednesday, June 8, 2022, and will include the Board's self-evaluation, led by Mr. Jim Reed of ICCTA. The ICCTA Northwest Region meeting will be held later that evening.

ADJOURNMENT

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

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

At 5:35 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