

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 May 24, 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 (arrived 4:05 p.m.), Mr. James Rhyne Jr., and Ms. Chloe Smith

The following members attended virtually: Mr. Shawn Boldt

The following members were absent: Ms. Sarah Kuhlemeier, and Mr. Craig Knaack

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. Pete Norman, Director, Athletics and Physical Education; and, Illinois Community College Trustees Association Award Nominees Ms. Heidi Spotts-Manthey, Ms. Jenna Rancingay, Mr. Tom Kussner, and Ms. Hailey Johnson

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. Block moved and Mr. Rhyne seconded the motion to approve the agenda, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

APPROVAL OF MINUTES

Mr. Block moved and Mr. Boldt seconded the motion to approve the minutes of the April 26, 2022, regular meeting, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

RECOGNITION OF ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION AWARD NOMINEES

Mr. Endress recognized several individuals for their nomination for an Illinois Community College Trustees Association (ICCTA) award. Those recognized and the 2022 ICCTA award for which they were nominated by the College included Ms. Hailey Johnson, Gigi Campbell Excellence Scholarship; Mr. Tom Kussner, Distinguished Alumnus Award; Ms. Jenna Rancingay, Outstanding Full-time Faculty Award; and Ms. Heidi Spotts-Manthey, Outstanding Adjunct Faculty Award. Ms. Johnson thanked trustees for the nomination, noting that she will be unable to attend the award banquet in June due to a prior commitment. Mr. Kussner stated that it was a huge honor to be nominated for the Distinguished Alumnus award. He is a former Student Trustee and had the pleasure of sitting between Mr. Block and former trustee Mr. David Shockey, who gave him good advice. Ms. Rancingay and Ms. Spotts-Manthey thanked trustees for the nomination. Ms. Spotts-Manthey noted that it was a great honor to be nominated, and she will attend the awards banquet on June 10.

BUDGET REPORT

Ms. Janssen reported that the FY23 budget is in process, and she is compiling the budget manager requests. Today, Ms. Janssen received the Operating and unrestricted CTE allocations from ICCB, and the College will receive around \$26,000 more in FY23 than the College ended up receiving in FY22.

FOUNDATION REPORT

There was no Foundation report.

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. Rhyne moved and Ms. Groezinger seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

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

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

MAIN MOTIONS

A. Academic

1. New Program: Honeywell CNC Machinist Certificate Program

Ms. Groezinger moved and Mr. Block seconded the motion to approve the new Honeywell CNC Machinist Certificate program, as presented.

Mr. Rhyne asked if the certificate would “travel” to other work environments, and Mr. Anderson replied that the certificate would be recognized in other work environments. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

Before moving to the second reading of Policy Manual Chapter V: Finance and Facilities, Mr. Endress asked trustees for their preference regarding whether second readings of policies could be acted on under consent items if there were no changes since the first reading. He reported that Ms. Groezinger’s preference is to have second readings done separately, so the public sees that the policies are being acted on individually. There being no further discussion, second readings of policies will continue to be presented as main motions.

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

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve for second reading the revised policies in Chapter V of the Policy Manual and affirm for second reading the unchanged policies in Chapter V of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Director, Marketing and Community Relations

Ms. Groezinger moved and Mr. Block seconded the motion to approve the appointment of Ms. Jeniece Smith as full-time Director, Marketing and Community Relations, beginning May 31, 2022, at an annual salary of \$76,334. This is a full-time, administrative position and is within the FY22 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Student Advisor

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the appointment of Mr. Wesley (Wes) Bertram as a full-time Student Advisor, beginning May 31, 2022, at an annual salary of \$46,862. This is a full-time, exempt professional position and is within the FY22 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Auditor for Fiscal Year 2022

Mr. Block moved and Ms. Groezinger seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2022 at a cost not to exceed \$52,500 for the main audit, \$750 to \$1,500 for the Consolidated Year-end Financial Report (CYEFR), and \$3,000 to \$4,000 for each additional major program. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Approval of Continuation of Agreement with Chartwell Agency for Marketing and Website Maintenance Services

Mr. Boldt moved and Mr. Block seconded the motion to approve the continuation of an agreement with Chartwell Agency of Rockford, Illinois, for marketing and website services to support the communication needs of the College, prospective students, and the community at a cost not to exceed \$75,000 through June 30, 2023.

It was explained that the current arrangement with Chartwell came after the former Director of Marketing and Community Relations left. Up to this point, the College had not reached the \$25,000 threshold that requires Board approval. If the College reaches the \$75,000 threshold outlined in the recommendation, an action item would come back to the Board for approval.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report – April 2022

Mr. Block moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2022 bills, including Board travel, in the amount \$1,182,613.60, Automated Clearing House (ACH) debits W0000629 amounting to \$29,177.37, and International Wire Transfer debits I0000003 of \$570.00, Electronic Refunds of \$162,142.66, with 140 adjustments of \$37,197.37, such warrants amounting to \$1,337,306.26. Transfers of funds for payroll amounted to \$565,113.23.

The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Block, Smith
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

Mr. Endress referred to page 104 of the Board packet, noting that the change in equalized assessed valuation (EAV) was interesting. Ms. Janssen responded that the EAVs in Ogle and Jo Daviess Counties increased 6.6 percent and 6.0 percent, respectively, which was more than she had estimated.

Student Trustee

There was no report.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

Mr. Boldt reported that the Audit and Finance Committee met earlier this afternoon, and the College is set for beginning the audit process, with completion in October.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt is looking forward to next week, when he wraps up the Co-chair position for the ICCTA Northwest Region. He attended the Phi Theta Kappa recognition dinner, where two of Highland's students were recognized. Mr. Boldt reminded trustees of the ICCTA Northwest Region meeting at the College on June 8, which will include a tour of the Simulation Hospital, dinner, and a presentation. Mr. Boldt requested trustees attend, if they are able.

Association of Community College Trustees (ACCT)

Ms. Groezinger reported that the Diversity, Equity, and Inclusion committee did not meet. Mr. Boldt was unable to attend the ACCT Central Region virtual meeting, but Ms. Grimes attended and provided notes to Mr. Boldt. There are two Strengthening Rural Community Colleges webinars upcoming, one on Wednesday and another next week.

Board Chair

Mr. Endress has been representing the Board on the Negotiations Committee, and an action item will be presented for approval today following Closed Session. He also represents the Board on the Foundation board and attended the Executive Committee meeting a week ago. There will also be a follow-up Executive Committee meeting. He also represented the Board as the "acknowledging hand" at Honors Convocation. Graduation this past Saturday was a wonderful event and gave the College a chance to showcase the gymnasium renovations. It also gave traditional students who, due to COVID, did not have a chance to have their high school graduation, a chance to graduate.

Administration

Ms. Gerber reported that Mr. Anthony Sago, TRiO Director, applied for a renewal of the Freeport Upward Bound grant, and also wrote for a second Upward Bound grant to serve Oregon and West Carroll schools. The \$287,000 grant includes funding to hire an assistant director, coordinator, and a part-time administrator.

Ms. Kuberski reported that the first meeting with representatives of Sports Facilities was held yesterday, and a site visit will take place the first week of September, with the final report ready for the December Board retreat. The College recently received notice of a funding opportunity from Congresswoman Cheri Bustos' office, and a proposal was submitted for a mobile medical lab. The proposal needed to address community outreach, have community support, be at least \$100,000, and fit within one of several categories, such as health care, and the President's Direct Reports group believed the proposal was unique enough to get attention. Within about 10 days, Dr. Stephanie Eymann and Ms. Alicia Kepner received letters of support from the Stephenson County Health Department, SSM Monroe Clinic, FHN, Salvation Army, and Greater Freeport Partnership. Congresswoman Bustos serves on the Appropriations Committee, which must approve the proposal before going to the House and Senate for approval. This is a wonderful opportunity to serve the district. If funding is received,

the lab will be used as part of a clinic, but could also be used to provide haircuts through cosmetology and other outreach throughout the district.

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; and, collective negotiating matters between the public body and its employees or their representatives under exception 2-C-2, 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: Groezinger, Boldt, Rhyne, Block, Endress, 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 4:36 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 4:46 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
1. Extension of Appointment: Interim Vice President/Chief Academic Officer (CAO), Academic Services
Mr. Block moved and Ms. Groezinger seconded the motion that the Board of Trustees approves the extension of the appointment of Mr. Jim Phillips as full-time interim Vice President/Chief Academic Officer (CAO), Academic Services extending from July 1, 2022, to January 16, 2023, for a stipend of \$9,200 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: Rhyne, Block, Endress, Groezinger, Boldt, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate. Affiliated with AFT/IFT Local 1957. Extending the Terms and Conditions of the Collective Bargaining Agreement for the 2022 – 2023 Academic Year

Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve the one-year extension of the current collective bargaining agreement with the Faculty Senate, as presented, extending the terms and conditions for the 2022 – 2023 academic year. In addition, the full-time faculty salary schedule will receive a 2.75 percent increase on the base, with all steps honored; a new step will be added to the bottom of each column in the current salary schedule; and, an increase in the Planned Retirement Program will be implemented, from 3% to 3.25%. Both parties agree that negotiations for the upcoming contract will begin following the earlier of the hiring by the Board of a new Vice President of Academic Services/CAO, or September 1, 2022. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on Wednesday, June 8, 2022, and will include the Board's self-evaluation, led by Mr. Jim Reed, Executive Director of the Illinois Community College Trustees Association. The College will host the ICCTA Northwest Region meeting on June 8, at 4:30 p.m. The program will include a presentation on the College's Higher Learning Commission experience, a legislative update by Mr. Reed, and a tour of the Simulation Hospital and renovated science labs. In addition to Highland, the ICCTA Northwest region includes Illinois Valley Community College, Kishwaukee College, Rock Valley College, and Sauk Valley Community College. The next regular

Board meeting is scheduled for June 28, 2022, at 4:00 p.m. in the Robert J. Rimington Board room. The ICCTA annual meeting and convention is scheduled for June 9 – 11.

ADJOURNMENT

Mr. Boldt 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, Block, Smith

NAYS: None

At 4:54 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