

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 4:04 p.m. on June 28, 2022, in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were physically present: Mr. Doug Block, Mr. Jim Endress, Mr. Craig Knaack, and Ms. Chloe Smith

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

The following members were absent: Mr. James Rhyne Jr., and Ms. Sarah Kuhlemeier

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. Jim Phillips, Interim Vice President/CAO, Academic Services; Mr. Pete Norman, Director, Athletics and Physical Education; Dr. Joe Kanosky, President Emeritus; Ms. Brittany Vehmeier, Testing & Career Services Specialist; Ms. Carolyn Petsche, Director, Retention and Learning Services; Dr. Chelsea Martinez, Faculty Senate President; Ms. Jeniece Smith, Director, Marketing & Community Relations; Mr. Dan Dick, HCC Foundation Major Gifts Officer; Ms. Karen Brown, Director, Human Resources; and, Ms. Jennifer Smith-Norman, Parent of Student Trustee Chloe Smith

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. Mr. Endress asked if trustees who were attending virtually were able to hear.

APPROVAL OF AGENDA

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

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

Whereupon the Chairperson declared the motion carried.

APPROVAL OF MINUTES

Mr. Endress reported that Ms. Grimes informed him of a correction to be made to page 7 of the regular meeting minutes of May 24, 2022. The motion and second for the “Extension of Appointment: Interim Vice President/Chief Academic Officer (CAO), Academic Services” agenda item should be corrected to read that Mr. Block moved and Ms. Groezinger seconded the motion. There being no discussion, Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the minutes of the May 24, 2022, Audit & Finance Committee meeting, as presented, and the minutes of the May 24, 2022, regular meeting, as amended. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Carolyn Petsche introduced Ms. Brittany Vehmeier, new Testing & Career Services Specialist.

PRESENTATION OF THE JOE AND JENNIFER KANOSKY STUDENT TRUSTEE SCHOLARSHIP

Dr. Joe Kanosky, President Emeritus, presented Ms. Chloe Smith with the Joe and Jennifer Kanosky Student Trustee Scholarship. He stated that the Student Trustee is a representative and voice of the students and is an elected member, and he encouraged Ms. Smith to bring forward to the Board what the students are saying. It is his hope that Ms. Smith will encourage others to “step out of their shell” and take on leadership positions. Ms. Smith thanked Dr. Kanosky, noting that she wants to learn more to be a good leader. Mr. Endress also thanked Dr. and Mrs. Kanosky for providing this scholarship.

BUDGET REPORT

Ms. Janssen reported that many key processes are underway. The FY23 budget will be in the July Board packet, with a budget work session prior to the July 26, 2022, regular meeting. Ms. Janssen is working with budget managers to discuss options to bring the budget more in balance. The FY22 year-end closeout is in process. Ms. Janssen explained that a portion of the bonds will be maturing in the near future, which allows the College to issue new bonds, while keeping the overall tax rate the same. At this time, the proceeds are estimated to amount to about \$7.3 million. Ms. Janssen explained the process that was used to submit proposals for use of the bond proceeds, noting that 59 proposals and presentations were submitted and reviewed by the Bond Advisory Work Group. She will provide additional details to trustees prior to and during the July 26, 2022, budget work session and regular meeting. The August Board agenda will include a Resolution to authorize the sale of debt certificates.

Ms. Janssen also noted that some projects that were submitted were also on the list of potential Protection, Health, and Safety projects.

FOUNDATION REPORT

Mr. Dan Dick, Foundation Major Gifts Officer, reported that Mr. Richard Blackman of The Giving Crowd recently spoke to “trusted advisors,” with 15 people attending representing the finance, gift planning, and estate planning industry. A “Meet the President” event was held at Fried Green Tomatoes in Galena, with about 20 people attending. The Corporate Partnership Program is on track to have over 30 partners and over \$100,000 in support for the third consecutive year, with proceeds supporting the High School Servant Leadership Program, Leadership Institute, and Leadership Forum, as well as general operational needs of the College. This year, a patron level was introduced to create an entry-level opportunity for partnerships across the district, identifying some of the new businesses and corporations with which the Foundation may not yet have built a relationship. The annual golf outing, which supports the Leadership programs, will be held on September 9, and Mr. Dick invited trustees to attend to meet the Corporate Partners and people from across the district who support the College through the Foundation. The College’s 60th anniversary is coming up this Fall, and the Foundation has been working in partnership with the College to launch the public phase of the Legacy Campaign in concurrence with the celebration of the College’s anniversary. This ties together well to talk about the legacy of the College the last 60 years and the vision for the next 60 years as the Foundation talks about the Legacy Campaign. To date, more than \$3 million has been raised through the Legacy Campaign, and Ms. Janssen and others have been busy determining how to use these funds within the projects selected by the Cabinet and College. Ms. Pat Dunn, Mr. Jeff Reinke, Ms. Kuberski, Ms. Janssen, and Mr. Dick met to identify the College’s year-end fiscal needs, as well as future needs, and Mr. Dick reported that Ms. Dunn was excited to close out the year with the College’s request for more than \$2 million to support scholarships, the Legacy Campaign, and other initiatives, some of which will be approved later in today’s meeting. This amount is larger than the Foundation has transferred to the College in recent years.

CONSENT ITEMS

A. Academic

1. **CollegeNOW Agreement Between Highland Community College and Durand CUSD #322 for the 2022 – 2023 Academic Year (FY23)**

Recommendation: That the Board of Trustees approves the CollegeNOW agreement, as presented, for the 2022 – 2023 (FY23) academic year for qualified students attending Durand CUSD #322.

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. Block 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, Knaack, Block, Endress, Groezinger, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Master Program Articulation Agreement Between Highland Community College (HCC) and Southern Illinois University Carbondale (SIUC)

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the Master Program Articulation Agreement between Highland Community College (HCC) and Southern Illinois University Carbondale (SIUC), as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Planned Retirement Program for Full-time Administrative, Professional, and Classified Nonunion Employees

Mr. Block moved and Mr. Knaack seconded the motion that the Board of Trustees approves the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2023. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Continuation of Hybrid Telework Program and Updated Hybrid Telework Program Procedures and Guidelines

Mr. Knaack moved and Mr. Block seconded the motion to approve the continuation of the Hybrid Telework Program, and to approve the updated Hybrid Telework Procedures and Guidelines, as presented. The roll call on the motion was as follows:

AYES: Endress, Boldt, Knaack, Block, Smith
NAYS: Groezinger

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

C. Personnel

1. Appointment: Early Childhood Mentor/Coach (Grant Funded)

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the appointment of Ms. Rachel Stewart as full-time Early Childhood Mentor/Coach, beginning June 16, 2022, at an annual salary of \$60,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the Early Childhood grant FY22/FY23 budget. This grant-funded position is dependent on continued adequate grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Contract for Search Firm Services for Recruitment and Placement of a Vice President/Chief Academic Officer

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the contract with Higher Education Leadership Search, as presented, to provide services to support the recruitment and successful placement of a Vice President/Chief Academic Officer (VP/CAO) at a cost of 20% of first year salary with a \$5,000 one-time administrative fee and travel/advertising costs. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Approval of Salary Increases for Administrative, Professional, and Classified Nonunion Staff

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve an FY23 salary increase for eligible administrative, professional, and classified nonunion staff in an amount of 3% of an individual's FY22 pay rate effective with the start of FY23 (July 1, 2022). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from the Restricted Purposes Fund to the Auxiliary Fund to Support the Madrigal Event

Mr. Block moved and Mr. Knaack seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Auxiliary Fund in the amount of \$10,000 to support the Madrigal event. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the High School Servant Leadership Program

Ms. Groezinger moved and Mr. Block seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$25,000 to support the High School Servant Leadership Program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Leadership Forum

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$5,000 to support the Leadership Forum. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Leadership Institute

Mr. Block moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$50,000 to support the Leadership Institute. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund
Mr. Block moved and Ms. Groezinger seconded the motion to approve the transfer of \$58,038 from the Restricted Purposes Fund to the Operating Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

8. Software Solutions Proposal with Concensus Technology, LLC, for Concensus Care Primary Engineer Services
Ms. Groezinger moved and Mr. Block seconded the motion to approve the software solutions proposal from Concensus Technologies, LLC, as presented, for renewal of Concensus Care Primary Engineer services, at a cost not to exceed \$34,080. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

9. Intercollegiate Athletic Insurance
Mr. Knaack moved and Mr. Block seconded the motion to authorize President Chris Kuberski to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$30,700. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

10. Property and Liability Insurance
Mr. Knaack moved and Ms. Groezinger seconded the motion to authorize President Chris Kuberski to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$174,691. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

11. Intergovernmental Cooperation Agreement for Police Services

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the intergovernmental cooperation agreement for police services with Stephenson County, as presented, for the period July 1, 2022, through June 30, 2025, at an amount not to exceed \$236,766 in year one and based on the Policemen's Benevolent Labor Committee/Stephenson County contract (current contract expires 12/31/23) in years two and three and a per hour, per person cost of additional personnel of \$30. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

12. Payment of Bills and Agency Fund Report – May 2022

Mr. Knaack moved and Mr. Block seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the May 2022 bills, including Board travel, in the amount of \$962,621.87, Automated Clearing House (ACH) debits W0000630 amounting to \$29,709.25, Other Debits D0000113 to D0000114 amounting to \$20,099.96, and Electronic Refunds of \$3,587.00, with 3 adjustments of \$3,526.00, such warrants amounting to \$1,012,492.08. Transfers of funds for payroll amounted to \$574,636.49. The roll call on the motion was as follows:

AYES: Knaack, Block, Endress, Groezinger, Boldt, 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

There was no 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

Ms. Groezinger attended the ICCTA annual convention, where the ICCTA seminar speakers stressed the value and mission of reviewing contractors and making a significant effort to find minority contractors. Highland had representation at the ICCTA awards banquet, including two of Highland's ICCTA award nominees. With Ms. Jeniece Smith on board, Ms. Groezinger is excited to see what Highland does with next year's award nominations. She noted that there is so much talent and hidden treasure on the Highland team, and we need to showcase and highlight the talent we have. On Saturday, the ICCTA annual meeting was held, and Mr. Boldt is now representing the College as an officer. Ms. Groezinger said it is a pleasure to continue to see the high-level representation that Mr. Endress started on the state level, and Mr. Boldt continues to bring that talent to the table. Ms. Groezinger believes it is valuable to network and learn what other colleges are doing and to share what Highland is doing. Mr. Endress congratulated Mr. Boldt, who will continue to serve as an officer on the Executive Committee. Mr. Endress will end his tenure on the ICCTA Executive Committee after 10 years, unless he is tapped to chair an ICCTA committee. Part of the uniqueness of ICCTA is the involvement of some long-serving trustees, and Mr. Endress reported that 10 of the 11 ICCTA past presidents were at Saturday's meeting and are still trustees. Mr. Tom Kussner, Highland's Distinguished Alumni Award nominee, and his brother attended the awards banquet, as well as Ms. Heidi Spots Manthey, Highland's Outstanding Adjunct Faculty Member Award nominee, and her husband. During the banquet, Mr. Endress received his third Trustee Education Award for attending 45 or more seminars. Ms. Groezinger stated that there are so many amazing people within the state organization, but she would like to see more diversity at the table, and she expressed the need to continue to push for the diversity piece.

Association of Community College Trustees (ACCT)

There was no report.

Board Chair

Ms. Grimes forwarded the letter to trustees from Mr. Jim Reed, ICCTA Executive Director, as a follow-up to the Board retreat. If there are any questions or comments, trustees should contact Mr. Endress or Mr. Reed. Mr. Endress reported that Mr. Jee Hang Lee, President and CEO of ACCT, was at the ICCTA annual meeting and announced that ACCT plans to hold a Governance Leadership Institute in the Chicago area, close to O'Hare airport, tentatively on December 1 and 2.

Administration

Ms. Kuberski shared that the Governor's Executive Order was extended and is now set to expire on July 24. SHIELD funding is set to expire on July 15, and at this point the College intends to do an additional week of testing but will need to revisit that. Last Friday, Ms. Kuberski received a call from Congresswoman Cheri Bustos that the proposal (for a mobile medical unit) had been approved by a subcommittee of the Appropriations Committee, which Congresswoman Bustos called a "critical next step." Before the funding is awarded, it must be approved by the Appropriations Committee, House, Senate, and President. Ms. Kuberski recognized the work of both Dr. Stephanie Eymann and Ms. Alicia Kepner to pull together the proposal so quickly. Ms. Kuberski believes we have a good chance to have the proposal funded.

Mr. Endress recognized Dr. Chelsea Martinez, who attended today's meeting virtually and now serves as Faculty Senate President.

Ms. Gerber reported that the College has been trying to increase scholarship opportunities for the CollegeNOW program, working with the scholarship committee of the Foundation and the Community Foundation of Northern Illinois (CFNIL) Rubin Endowment Scholarship. Information on the Rubin Endowment Scholarship was included in Ms. Gerber's written report this month.

Mr. Phillips submitted the faculty qualifications report to the Higher Learning Commission (HLC). He heard back from HLC, and they indicated that the College had complied with the requirements, no additional information was needed, and they would see us in 2027/2028 for the next visit. They also indicated that during the next visit they would pay special attention to faculty qualifications. Mr. Phillips thanked all who helped with compiling the information.

Strategic Plan

There was no report.

Before moving into Closed Session, Ms. Groezinger expressed her appreciation to all who were involved in the GED presentation, noting that the event was fantastic and very inspiring.

CLOSED SESSION

Ms. Groezinger moved and Mr. Block seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees 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, the semiannual review of all Closed Session minutes and audio recordings under exception 2-C-21, 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, Knaack, 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 5:07 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: Endress, Groezinger, Boldt, Knaack, Block, Smith
NAYS: None

At 5:20 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

No action was necessary.

B. Collective Negotiating Matters

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

Ms. Groezinger moved and Mr. Knaack seconded the motion that the Highland Community College Board approves the Memorandum of Understanding, as presented, between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, affiliated with AFT/IFT Local 1957 extending the interim plan for the Coordinator of Academic Technology Resources due to a continued vacancy. It was further recommended that Mr. Michael Skwara, User Services Librarian/Coordinator of Learning Management System, continue to serve as a temporary replacement for the Coordinator, Academic Technology Resources position and receive six hours of overload pay through December 16, 2022, or the date that the position is filled. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Semiannual Review of All Closed Session Minutes and Tapes

Mr. Knaack moved and Mr. Block seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It was further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 11, 2020; June 23, 2020; July 23, 2020; August 6, 2020; August 25, 2020; September 9, 2020; September 22, 2020; October 27, 2020; November 24, 2020; December 10, 2020; and, December 15, 2020. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Block and Mr. Endress have schedule conflicts with the July regular Board meeting date. It was suggested that the July 26, 2022, regular meeting be canceled and the August 23, 2022, regular meeting be moved to August 16, 2022. Trustees will check their calendars and let Ms. Grimes know if there are conflicts. Ms. Grimes will also check with Mr. Rhyne and Ms. Kuhlemeier to make sure this date works for them. August 8 or 10 will be backup dates if August 16 does not work for all trustees. A budget work session will precede the August meeting at 3:00 p.m.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on Wednesday, September 14, 2022, and there will not be a regular meeting in July. Opening Days is Thursday, August 18. Ms. Kuberski encouraged trustees to attend at least the keynote speaker portion of the Opening Days program, either in person or on Zoom. The speaker is Dr. Arthur Levine, author of the book *The Great Upheaval*.

ADJOURNMENT

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

AYES: Knaack, Block, Endress, Groezinger, Boldt, 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