

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 August 16, 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. Jim Endress, Mr. Shawn Boldt, Mr. James Rhyne Jr., and Mr. Craig Knaack

The following members attended virtually: Mr. Doug Block (departed 4:48 p.m.; returned 4:55 p.m.), Ms. Pennie Groezinger, Ms. Sarah Kuhlemeier, and Ms. Chloe Smith

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; Mr. Jim Phillips, Interim Vice President/CAO, Academic Services; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Ms. Natalie Yeoman, Marketing & Community Relations Intern; Mr. Dan Dick, Major Gifts Officer, HCC Foundation; Ms. Karen Brown, Director, Human Resources; Ms. Jeniece Smith, Director, Marketing & Community Relations; Mr. Pete Norman, Director, Athletics & Physical Education; and, Dr. Brendan Dutmer, Dean, Natural Science & Mathematics

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

AYES: Block, Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Smith
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 June 8, 2022, Board retreat and the June 28, 2022, regular meeting, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Due to the budget work session prior to the regular meeting, there was no additional budget report.

FOUNDATION REPORT

Mr. Dan Dick, Foundation Major Gifts Officer, reported that the Legacy Campaign has reached 70 percent of the \$4.5 million goal, with the hope to reach 85 percent by the end of 2022. The public phase of the campaign will continue, as needed, but the goal is to reach \$4.5 million by May 1, 2023, and celebrate at the Legacy Gala on April 29, 2023. The Corporate Partner program has raised over \$100,000 from the 38 Partners, and in the four years the program has been in effect, \$430,000 has been raised. The Leadership Golf Outing will be held on Friday, September 9, and will support the Leadership Institute, Leadership Forum, and High School Servant Leadership Program. The Foundation Scholarship Awards Ceremony will be held on Sunday, September 25. The Alumni Scholarship appeal raised over \$50,000 from 290 donations. The Distinguished Alumni event will be held on November 17 at The Freeport Club, and forms are available on the Foundation website to nominate a distinguished alumni. Mr. Dick concluded his report by reminding trustees that in 2020, Mr. Del Scheider was recognized at the Legacy Gala, and in 2021, Mrs. Marjorie Phillips was recognized. At this time, the name of the person to be recognized in 2022 has not yet been announced.

CONSENT ITEMS

A. Academic

1. Curriculum & Instruction Committee Report
Recommendation: That the Board of Trustees approves the report of the course and curriculum changes, as presented, for the July 1, 2021, through June 30, 2022, period.
2. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2022 – 2023 Academic Year
Recommendation: That the Board of Trustees authorizes the College President and Board Chair to enter into dual credit agreements for the 2022 – 2023 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, Scales Mound, Warren, and West Carroll, and out-of-district high schools including Belvidere, Belvidere North, Byron, Hinckley-Big Rock, North Boone, Pecatonica, and Stillman Valley.

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. Rhyne seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. New Agriculture Building

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve moving forward with plans for construction of a new Agriculture building on the property located at 22 North Van Brocklyn Road, Freeport, IL 61032, which was recently donated to the College. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Physics and Engineering Instructor

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the appointment of Dr. Ghaneshwar Gautam as full-time, tenure track Physics and Engineering Instructor in the Natural Science and Mathematics division beginning August 18, 2022, at an FY23 salary of \$98,932 (based on Ph.D., 11 years' experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Student Support Services

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the appointment of Amy Hesselbacher as full-time Coordinator, Student Support Services for the Adult Education Department beginning August 17, 2022, at an FY23 salary of \$43,102, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the Adult Education grant FY23 budget. This grant-funded position is dependent on continued adequate grant funding.

Ms. Kuhlemeier informed trustees that she would abstain from voting because she currently works with Ms. Hesselbacher at the Regional Office of Education.

The roll call on the motion was as follows:

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

The vote being seven ayes, no nays, and one abstention, the Chairperson declared the motion carried.

3. New Job Descriptions: Student Success Coach (Grant Funded): Student Success Coach: Revised Job Description/Job Title: Coordinator, Testing Center
Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the new job descriptions, as presented, for Student Success Coach with placement at range 25 on the Highland Salary Range Table and the revised job description/job title for the Coordinator, Testing Center with placement at range 24 on the Highland Salary Range Table. The Student Success Coach positions are both full-time, exempt professional positions. One position is mostly funded through grant funds and will be dependent upon continued grant funding. The Coordinator, Testing Center is a full-time, classified position. All positions are included in the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description/Job Title: Technical Coordinator, Fine Arts/Technical Theatre Director
Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the revised job description/job title, as presented, for the Technical Coordinator, Fine Arts/Technical Theatre Director, with placement at range 25 on the Highland Salary Range Table. In addition, a salary adjustment of \$1,170 is being recommended for the incumbent in the position, Alex Jansen. This is a full-time, exempt professional position and is included in the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Service Order with Stratus Networks, Inc. for Dedicated Internet Access
Mr. Boldt moved and Mr. Knaack seconded the motion to approve the service order, as presented, from Stratus Networks, Inc. for dedicated internet access at a cost not to exceed \$895 per month for 60 months (five years). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues in the Auxiliary Enterprises Fund
Mr. Block moved and Mr. Knaack seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$54,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund to Support the Adult Education Program
Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$60,000 to support the Adult Education program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Future Campus Deferred Maintenance, Repairs, or Improvements
Mr. Knaack moved and Mr. Boldt seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$300,000 to support future campus deferred maintenance, repairs, or improvements. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes
Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purpose, in the amount of \$4,332.96 for FY22, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

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

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

6. Resolution Authorizing Entry into a Joint Cooperative Purchasing Agreement with the Equalis Cooperative Purchase Group
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the entry into a Master Intergovernmental Cooperative Purchasing Agreement with the Equalis Group, which allows the College to become a member of the cooperative purchasing entity. The roll call on the motion was as follows:

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

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

7. Resolution Authorizing and Providing for the Issue of Not to Exceed \$7,600,000 General Obligation Debt Certificates (Limited Tax) for the Purpose of Renovating, Repairing and Equipping District Facilities, Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Purchasing Real or Personal Property, or Both, and Authorizing the Sale of Said Certificates to the Purchaser Thereof
Mr. Boldt moved and Mr. Block seconded the motion that the Highland Community College Board approves the following Resolution:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$7,600,000 General Obligation Debt Certificates (Limited Tax) of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

The roll call on the motion was as follows:

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

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

8. Tentative Budget for Fiscal Year 2023

Ms. Groezinger moved and Mr. Knaack seconded the motion that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2022-2023 and setting the public hearing date thereon for September 27, 2022.

RESOLUTION: Be it resolved that the Tentative Budget, as presented, for the fiscal year 2022-2023 be conveniently made available for public inspection after this date through September 27, 2022, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

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

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

9. Payment of Bills and Agency Fund Report – June 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 June 2022 bills, including Board travel, in the amount of \$953,961.46, Automated Clearing House (ACH) debits W0000631 through W0000632 amounting to \$64,433.18, Other Debits D0000115 amounting to \$52.34, and Electronic Refunds of \$2,373.93, with 3 adjustments of \$619.69, such warrants amounting to \$1,020,201.22. Transfers of funds for payroll amounted to \$901,242.92. The roll call on the motion was as follows:

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

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

10. Payment of Bills and Agency Fund Report – July 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 July 2022 bills, including Board travel, in the amount of \$1,633,339.06, and Electronic Refunds of \$30,118.03, with 7 adjustments of \$3,739.42, such warrants amounting to \$1,659,717.67. Transfers of funds for payroll amounted to \$585,461.74. The roll call on the motion was as follows:

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

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

REPORTS

Treasurer’s Report: Comparison of Budget with End-of-Year Projections

Due to the budget work session prior to the regular meeting, 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

Mr. Boldt reported that ICCTA will hold their planning session this weekend. If there are things to be discussed regarding goals and targets, trustees should let Mr. Boldt know. Mr. Knaack stated that the newsletter about Mr. Boldt was well done.

Association of Community College Trustees (ACCT)

There was no report.

Board Chair

Mr. Endress met with Ms. Kuberski a couple times on a couple different items. He and his wife, Deb, attended Summerset Theatre’s performance of “Working,” which he said was “amazing.” He is looking forward to Opening Days and the start of the new semester.

Administration

Ms. Kuberski shared that Mr. Jim Phillips, Ms. Rhonda Perry, and Ms. Kuberski had a prep call with Dr. Arthur Levine, Opening Days speaker, and she believes he will tailor his remarks to the College. Dr. Levine is excited to be here. His presentation is integral to plans for this year and intertwines with strategic planning. If trustees are unable to attend Dr. Levine's presentation in person, they are encouraged to attend via livestream, as the presentation is unable to be recorded. Mr. Endress thanked Ms. Kuberski and the Vice Presidents for their written reports, noting that he learns a lot about what is going on at the College.

Strategic Plan

There was no report.

At 4:48 p.m., the Chairperson declared a recess; the meeting resumed at 4:50 p.m.

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 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: Kuhlemeier, Knaack, Endress, Groezinger, Boldt, Rhyne, 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 4:54 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: Knaack, Block, Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Smith
NAYS: None

At 5:17 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. Resolution Regarding Number of Classified Staff

Mr. Boldt moved and Mr. Rhyne seconded the motion that the Board of Trustees approves the attached Resolution decreasing the number of classified staff employed by the Board, specifically elimination of the Student Retention Specialist position and terminating the employment of and dismissing Ms. Michelle Bronkema, classified staff in and for this Community College District, effective at the end of the day on October 15, 2022. The roll call on the motion was as follows:

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

NAYS: None

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

B. Collective Negotiating Matters

No action was necessary.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Alternative Transportation Grant for Bike-Hike Trail

Ms. Kuberski reminded trustees that there had been a previous opportunity presented for the College to be involved in extending the bike trail, and there is now a new grant opportunity. The City of Freeport approved to pursue the opportunity at their meeting last night, and it is on the Freeport Park District's agenda for tonight. The proposed path would go around the Highland campus and connect to the Jane Addams Trail. The grant is for alternative transportation, and part of the appeal is if the bike path can connect to higher education and grocery stores. The proposed path would connect to the new Hy-Vee store. This could drive more traffic to the College and would be an alternative walking route. The proposed path would need to be rerouted so it did not go through the soccer field. It would go on part of the land owned by the Foundation, but would not impact the Ag lot. Attorney Tim Zollinger has suggested there be an intergovernmental agreement. If trustees are in favor, an agenda item would be brought to the September Board retreat for approval because the grant is due at the end of September. The current bike path off Kiwanis Drive is owned by the HCC Foundation, and the City would assume maintenance and liability of that path. The grant requires a 25 percent match, and they have requested \$200,000 each from the College and Park District, paid out over a four-year period. Mr. Block asked if this amount seems equitable when looking at the benefits of all involved, and Ms. Kuhlemeier suggested perhaps the YMCA could also

partner on the project. Mr. Dick reported that the Foundation has briefly discussed the project, noting that the number is quite large, and there will be discussions within the Foundation Executive Committee next week. Ms. Kuberski will continue to gather information and bring a proposal to the Board retreat.

Electronic Attendance at Board Meetings

Mr. Endress reported that part of the Governor's Executive Order has expired but not entirely, and if the Executive Order goes away, the only way that trustees could attend a Board meeting via Zoom is if a policy was in place. Zoom attendance has merit when people cannot attend in person. Ms. Kuberski explained that faculty's ability to Zoom is dictated by their class modality, and she does not believe the different modalities will go away. Mr. Endress noted that College employees and non-employees are currently attending the Board meetings via Zoom. In order to have a policy in place, a recommendation would need to go to the Policy Review Committee before being presented to trustees for a first and second reading. Further discussion will take place at the Board retreat.

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on Wednesday, September 14, 2022. The next regular Board meeting is September 27, 2022, and will be preceded by a budget work session at 3:00 p.m.

ADJOURNMENT

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

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

At 5:48 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