

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 4:03 p.m. on October 18, 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. Shawn Boldt, Mr. James Rhyne Jr., Mr. Craig Knaack, and Ms. Chloe Smith

The following members attended virtually: Ms. Pennie Groezinger, and Ms. Sarah Kuhlemeier (arrived 4:03 p.m.; departed 4:21 p.m.; returned 4:22 p.m.; departed 5:19 p.m.)

The following members were absent: None

Others physically present: Ms. Chris Kuberski, President; Mr. Michael Gunderson, ITS Support Specialist, Media Systems; 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; Mr. Dan Dick, Acting Executive Director, HCC Foundation; Ms. Kay Oppold, Student Advisor, Project Succeed; 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 MINUTES

Mr. Boldt moved and Mr. Knaack seconded the motion to approve the minutes of the September 14, 2022, Board retreat, and the September 27, 2022, budget work session and regular meeting, as presented. 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.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Liz Gerber introduced Ms. Kay Oppold, who recently began her new position as Student Advisor for the Project Succeed Program. Mr. Chance Sharp, Student Success Coach, will be introduced at the November regular meeting.

BUDGET REPORT

Ms. Janssen reported that, in the years when the tax levy increases more than five percent from the previous year, the College is required to publish a Truth in Taxation notice. Due to the expected increase in property tax values in tax year 2022, the upcoming levy will be at the level where the College is required to publish the notice. The upcoming levy will be a 6.6 percent increase from the prior year's tax receipts. It is possible that one county's property values could increase by as much as nine percent, so the College needs to levy at a level that captures the increase in values or the College would receive less than we could have. If actual property values result in an amount less than what was levied, we would receive the lesser amount. The Truth in Taxation notice will be published in a newspaper in each county in the district in November. The Board agenda for November will include a public hearing on the tax levy and consideration of the various parts of the levy.

FOUNDATION REPORT

Mr. Dan Dick reported that he, Mr. Scott Anderson, and Mr. Dave Barton met with a prospective donor in Machesney Park. He believes the missions of the College and Foundation thrive when the two organizations work together. The Foundation's annual meeting and Distinguished Alumni Awards will be presented on November 17, and Mr. Dick requested that trustees RSVP to both he and Ms. Grimes. Nominations for Distinguished Alumni Awards were strong this year, which Mr. Dick attributes to post-COVID and also a lot of outreach that was done, including to faculty and staff. The public phase of the Legacy Campaign will be coming out of the November 17th meeting, with the campaign currently at the 70 percent mark with \$3.1 million raised for the College's primary list of items.

APPROVAL OF AGENDA

Mr. Endress noted that he skipped over the approval of the agenda earlier in the meeting and asked for a motion to approve the agenda. Mr. Block moved and Ms. Groezinger seconded the motion to approve the agenda, 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.

CONSENT ITEMS

A. Academic

1. **CollegeNOW Agreement Between Highland Community College and West Carroll CUSD #314 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 West Carroll CUSD #314.

B. Administration

1. **Appointment: Undocumented Student Liaison**
Recommendation: That the Board of Trustees approves the appointment of Mr. Jeremy Bradt, Director of Enrollment and Records, as the Undocumented Student Liaison.

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 Ms. Groezinger 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. **Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student**
Mr. Block moved and Mr. Boldt seconded the motion to approve for second reading the revised policies in Chapter III of the Policy Manual, as presented, affirm for second reading the unchanged policies in Chapter III of the Policy Manual, and approve for second reading new policy 3.29 Withdrawal for Students Called to Active Duty. 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.

2. Second Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses
Ms. Groezinger moved and Mr. Knaack seconded the motion to approve for second reading the revised policy 5.09, Travel, Meal, and Lodging Expenses, as presented. The policy is included in Chapter V, Finance and Facilities, of the policy manual. 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.

3. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees
Mr. Rhyne moved and Mr. Boldt seconded the motion to approve for first reading revised policy 4.084, Leave, Vacation – Administrative/Professional/Classified Employees, as presented. The policy is included in Chapter IV, Personnel of the Policy Manual. 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.

4. First Reading – Revised Policy 4.121: Leave, Bereavement – Full-Time/Part-Time Active Employees
Mr. Block moved and Mr. Knaack seconded the motion to approve for first reading revised policy 4.121, Leave, Bereavement – Full-Time/Part-Time Active Employees, as presented. The policy is included in Chapter IV, Personnel, of the policy manual. 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.

5. First Reading – New Policy 4.122: COVID-19 Administrative Leave
Mr. Block moved and Mr. Rhyne seconded the motion to approve for first reading new policy 4.122, COVID-19 Administrative Leave. The policy will be included in

Chapter IV, Personnel, of the policy manual. 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.

6. Revised Affirmative Action Plan

Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve the revised Affirmative Action Plan, 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.

7. Strategic Plan 2023 – 2027

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the 2023 – 2027 Strategic Plan for Highland Community College. 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.

C. Personnel

1. New Job Description: College Access Specialist, TRIO Educational Opportunity Center (EOC) (Grant Funded)

Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the new job description for College Access Specialist, TRIO Educational Opportunity Center (EOC), as presented, with placement at range 25 on the Highland Salary Range Table. These are two full-time, exempt professional, grant-funded positions and are included in the FY23 grant budget. These positions are dependent upon continued grant funding. 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.

2. Appointment: Director, Retention and Learning Services
Mr. Block moved and Mr. Boldt seconded the motion to approve the appointment of Ms. Amanda Venhuizen as full-time Director, Retention and Learning Services beginning October 19, 2022, at a FY23 salary of \$66,904, plus appropriate fringe benefits. This is a full-time, administrative 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.

D. Financial

1. Memorandum of Understanding (MOU) Between the City of Freeport, Freeport Park District, Highland Community College Foundation, and Highland Community College Regarding Support and Commitment of Funds for a Grant Application to the Illinois Department of Transportation's Transportation Enhancement Program (ITEP) for Pedestrian/Bicycle Facilities
Mr. Knaack moved and Mr. Boldt seconded the motion to approve the Memorandum of Understanding (MOU), as presented, between the City of Freeport, Freeport Park District, Highland Community College Foundation, and Highland Community College outlining the College's support and commitment of funds to facilitate the submittal of an application to the Illinois Department of Transportation's (IDOT's) Transportation Enhancement Program (ITEP) for expansion of Pedestrian/Bicycle Facilities, including the commitment of \$200,000 as the College's portion of the required 20 percent match for the City of Freeport's \$3,000,000 application for ITEP funding. 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.

2. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes Which are Presently Outstanding and Unpaid, Declaring the Intention to Avail the Provisions of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue Bonds in the Amount of Not to Exceed \$8,150,000 for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law
Mr. Knaack moved and Mr. Block seconded the motion to approve the following Resolution concerning the intent to issue bonds in a principal amount not to exceed \$8,150,000.

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$8,150,000 for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

Mr. Block reminded trustees that the previous bonds will be paid off, and these bonds are being renewed to keep capital projects up-to-date. Mr. Endress explained that there was an extensive process to prioritize the needs without increasing tax rates to constituents, and Mr. Knaack noted that not all projects were funded.

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.

3. **Resolution Calling a Public Hearing Concerning the Intent of the Board of Trustees to Sell Not to Exceed \$8,150,000 Funding Bonds for the Purpose of Paying Claims Against the District**

Mr. Knaack moved and Mr. Boldt seconded the motion to approve the following Resolution:

Resolution calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell not to exceed \$8,150,000 funding bonds.

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.

5. **Payment of Bills and Agency Fund Report – September 2022**

Mr. Block moved and Mr. Boldt seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2022 bills, including Board travel, in the amount of

\$740,943.08, Automated Clearing House (ACH) debits W0000634 amounting to \$22,314.51 and Electronic Refunds of \$29,076.50, with 14 adjustments of \$2,756.95, such warrants amounting to \$789,577.14. Transfers of funds for payroll amounted to \$602,338.81. 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.

REPORTS

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

Ms. Janssen gave kudos to Ms. Melissa Johnson, Ms. Rachel Stewart, Ms. Sandy Dunmore, and others who are working to support the scholarships from the grant received through the Illinois Student Assistance Commission. To date, 18 students received scholarships covering full tuition, fees, and cost of living, with six applications pending. Ms. Janssen relayed that Ms. Johnson attended a meeting for all Illinois community colleges who received this funding and learned that Highland was near the top, if not the top, for the most scholarships awarded, even more than some of the Chicago area community colleges. Ms. Johnson has an Early Childhood Education College Fair coming up in November to get the word out.

Student Trustee

Ms. Smith reported that Student Senate elections were held last week and the officers are Ms. Addison Roberts, President; Ms. Zahraa Alibadi, Vice President; Ms. Morgan McPeck, Treasurer; and, Ms. Jamie Rodriguez, Secretary. Student Senate is sponsoring a ghost tour next Friday at the Freeport Masonic Temple, which is free for the first 25 students who sign up. Tomorrow night is the Dig Pink event at the home volleyball game to raise funds for breast cancer awareness. The men's golf team has qualified for the national tournament, and Ms. Smith concluded her report by announcing that last week was "Midway Through Midterms," a stress-reliever event for students, which included activities and comfort dogs.

Shared Governance

See President's administrative report.

ONE Highland

See President's administrative report.

Audit and Finance Committee

The Audit & Finance Committee will meet at 3:00 p.m. on Tuesday, November 22.

Illinois Community College Trustees Association (ICCTA) Representative

There was no report.

Association of Community College Trustees (ACCT)

There was no report.

Board Chair

Mr. Endress met with Ms. Kuberski to discuss her contract. He was also on campus as the new furniture in the cafeteria was being assembled, and the cafeteria is very welcoming. Ms. Smith noted that students were hanging out there, and it will be really good for students. Ms. Kuberski reported that the students were using the new furnishings right after they were unboxed. She recognized Mr. Michael Gunderson, who was instrumental in keeping the project moving forward and helping to pick out the furniture. Mr. Gunderson explained that the cafeteria project began in 2016, and he also informed trustees that the technology in the Board room has been updated. Mr. Knaack asked for an update on the feasibility study, and Ms. Gerber reported that she and Mr. Pete Norman met with the company doing the feasibility study today to discuss a survey of employees and students. They also shared some models that will be in the final report and further defined the goals of the project. The project is currently on schedule.

Administration

Ms. Kuberski provided an update on the Vice President/Chief Academic Officer search. The first round of interviews was held two weeks ago via Zoom, and six candidates were interviewed. Three candidates were identified for on-campus interviews this week, and then the search committee will meet next week to determine which candidate will receive an offer. The candidates will meet with various groups on campus, including the search committee, and they will also have an opportunity to tour campus. Ms. Kuberski believes there are three really solid candidates. A survey through SurveyMonkey will be sent out to gather feedback from those who attended a session.

Ms. Gerber provided additional information on the ghost hunt event, explaining that the \$500 cost was covered through the student activity fee.

As a follow-up to information Ms. Janssen shared about the Early Childhood Education (ECE) scholarship, Mr. Phillips reported that he talked with staff from the Illinois Community College Board this week and they were complimentary of the work the ECE program has been doing with this grant. They were quite surprised by the number of scholarships the College had, which is a testament to the work of Ms. Melissa Johnson and Ms. Rachel Stewart, as well as the Financial Aid, Administrative Services, and Student Services staff who have been supporting their work. Mr. Endress noted that it is great that ICCB is recognizing the College and Freeport, believing that sometimes we get overlooked. Mr. Block noted that the scholarships are significant. He also reported that it appears there is a small wait list for the Welding program, which is a good problem to have.

Ms. Groezinger asked about Shared Governance, and Ms. Kuberski reported that the new Student Senate President has agreed to serve, and two of the four faculty have been identified. Ms. Grimes is in the process of scheduling the first meeting, which will happen in November. Some of the delay in scheduling the meeting has been due to waiting for the representatives to be identified and the Vice President search.

Strategic Plan

There was no report.

At 4:53 p.m., the Chairperson declared a recess; the meeting resumed at 5:01 p.m.

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: Boldt, Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger, 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 5:05 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:52 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) for Fall 2022 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the Memorandum of Understanding (MOU) for Fall 2022 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic. 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.

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 December 14, 2022, at 8:00 a.m. The next regular Board meeting will be November 22, 2022, at 4:00 p.m., with the Audit & Finance Committee likely preceding the regular meeting at 3:00 p.m.

ADJOURNMENT

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

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

At 5:58 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