

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 4:02 p.m. on November 22, 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. James Rhyne Jr., Ms. Sarah Kuhlemeier, and Mr. Craig Knaack

The following members attended virtually: Ms. Pennie Groezinger (arrived 4:02 p.m.)

The following members were absent: Mr. Shawn Boldt, and Ms. Chloe Smith

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. Sara McKenna, Wipfli; Mr. Josh Faivre, Wipfli; Mr. Pete Norman, Director, Athletics and Physical Education; Dr. Andy Dvorak, Retired Faculty; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Cheri Heise, Coordinator, Literacy and ESL Programs; Mr. Kurt Simpson, Director, Facilities and Safety; Ms. Jeniece Smith, Director, Marketing & Community Relations; and, Mr. Jeremy Bradt, Director, Enrollment & Records

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

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

Whereupon the Chairperson declared the motion carried.

PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES TO SELL \$8,150,000 FUNDING BONDS FOR THE PURPOSE OF PAYING CLAIMS AGAINST THE DISTRICT

At 4:04 p.m., Mr. Endress announced that the next agenda item would be a public hearing to receive comments on the proposal to sell bonds of the District in the amount of \$8,150,000 for the purpose of funding and paying claims against the District, specifically, the District's General Obligation Debt Certificates (Limited Tax), Series 2022. He asked if the Board had any further comments about the bond sale, and there were none. He asked if there was any written or oral testimony from the public about the bond sale, and there was none. Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to end the public hearing. The roll call on the motion was as follows:

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

At 4:05 p.m., the Chairperson declared the motion carried and the Public Hearing on the College's proposal to sell bonds of the District in the amount of \$8,150,000 for the purpose of funding and paying claims against the District, specifically, the District's General Obligation Debt Certificates (Limited Tax), Series 2022, adjourned.

PUBLIC HEARING CONCERNING THE TAX LEVY

At 4:05 p.m., the Chairperson announced that the next agenda item would be a public hearing to receive public comments on the Tax Levy. He asked the Board if there were any further comments about the tax levy, and there were none. He asked the Board Secretary if any written testimony had been received concerning the tax levy, and there was none. Mr. Endress asked if there was any oral testimony or public comments concerning the 2022 tax levy, and there was none. Mr. Knaack moved and Mr. Rhyne seconded the motion that the public hearing on the tax levy be adjourned. The roll call on the motion was as follows:

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

At 4:06 p.m., the Chairperson declared the motion carried and the public hearing on the tax levy adjourned.

APPROVAL OF MINUTES

Mr. Knaack moved and Mr. Block seconded the motion to approve the minutes of the October 18, 2022, regular meeting, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Gerber introduced Ms. Cheri Heise, Coordinator, Literacy and ESL Programs.

AUDIT REPORT

Ms. Janssen introduced Ms. Sara McKenna and Mr. Josh Faivre of Wipfli. The Audit & Finance Committee met earlier today with Ms. McKenna and Mr. Faivre, where they went over a more in-depth audit report. Highlights of the FY22 audit include five clean “unmodified” opinions, and no findings on internal controls over financial reporting or compliance, or on major federal programs; an increase in assets of about \$1.6 million due to more investments, and an increase in noncurrent assets of \$1.2 million; a decrease in noncurrent liabilities of \$1.8 million mostly as a result of paying down principal on debts; and, a decrease in Instruction and Institutional Support from FY21 to FY22 related to SURS and OBEP (Other Post-Employment Benefits), which Ms. McKenna said was consistent with all the community colleges that Wipfli audited this year. Local taxes make up about 35 percent of the total revenue; and, property tax rates have remained stable. Hard copies of the audit will be available next week. Mr. Endress thanked Ms. Janssen and her staff for having things prepared for the audit. Ms. McKenna concluded the report by noting that there were a lot of organizations that had findings this year.

BUDGET REPORT

Ms. Janssen reported that the tax levy items will impact FY23 and FY24. The amount levied assumes the College will maintain a similar tax rate as previous years, which is .56. If the equalized assessed valuations (EAVs) generate more than the District levies, those dollars cannot be collected, and if the EAVs generate less than the District levies, the total amount levied cannot be collected. The District’s EAV increased five percent from tax year 2020 to 2021, which caused tax revenue to increase slightly. It is estimated that the overall EAV from 2021 to 2022 will increase by about six percent, based on discussions with local assessors. The Equalization portion of State funding requires that we levy at least 95 percent of the maximum Education fund levy in order to be eligible for Equalization funding. The tax levy packets must be delivered to each of the four County Clerks in our District by the last Tuesday in December.

FOUNDATION REPORT

Mr. Dan Dick reported that the Foundation’s annual meeting was held last Thursday prior to the Distinguished Alumni and holiday event. Four new Foundation board members were approved, including Mr. Evan Talbert, Mr. Mike Marten, Mr. Mark Gassman, and Mr. Brad Stewart. Mr. Todd Weegens was given Emeritus status after serving 10 three-year terms on the Foundation board. Eight individuals were recognized with Distinguished Alumni awards, including Mr. Dave Bergmann, Dr. Brittany Blomberg, Mr. Fred Bonnet, Mr. D. Antonio “Dean” Cantu, Mr. Antwon Harris, Ms. Barbara James, Ms. Connie Kraft, and Mr. Michael Maher. Mr. Dick thanked the trustees, administrators, leadership, and faculty who attended the event, which was also

the launch of the public phase of the Legacy Campaign. The campaign has surpassed the 70 percent mark toward the \$4.6 million goal. The Foundation is preparing for a strong 2023, and it was announced at the Foundation event that Mr. Dick has been named the Executive Director of the Foundation. Mr. Endress stated that it was amazing to listen to the stories of the eight honored with a Foundation Distinguished Alumni Award. He noted that three of the recipients traveled from as far as Arkansas, Texas, and Tennessee to receive their awards.

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 Mr. Knaack seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees

Mr. Block moved and Mr. Knaack seconded the motion to approve for second reading revised policy 4.095, Leave, Vacation – Administrative/Professional/Classified Employees, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual.

Mr. Endress explained that the only change since the first reading is that the policy number was improperly referenced in the recommendation for first reading, and that has been corrected for second reading.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 4.121: Leave, Bereavement – Full-Time/Part-Time Active Employees

Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion to approve for second 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: Endress, Groezinger, Rhyne, Kuhlemeier, Knaack, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Second Reading – New Policy 4.122: COVID-19 Administrative Leave

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve for second 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: Groezinger, Rhyne, Kuhlemeier, Knaack, Block, Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. First Reading – New Policy 1.111: Board Member Attendance by a Means Other Than Physical Presence

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve for first reading new policy 1.111, Board Member Attendance by a Means Other Than Physical Presence, which will be included in Chapter 1, Board of Trustees, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Student Success Coach

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the appointment of Heather Wagner as the full-time Student Success Coach, beginning November 28, 2022, at a FY23 salary of \$44,575, plus appropriate fringe benefits.

This is a full-time, exempt professional position and is within the FY 23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Coordinator, Student Success

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the revised job description, as presented, for the Coordinator, Student Success with placement remaining at range 27 on the Highland Salary Range Table. 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: Knaack, Block, Endress, Groezinger, Rhyne, Kuhlemeier
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. New Job Description: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded)

Mr. Knaack moved and Mr. Block seconded the motion to approve the new job description, as presented, for Director, TRIO Educational Opportunity Centers (EOC) with placement at range 31 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY23 budget. This position is dependent upon continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Appointment: Head Coach/Coordinator, Sports Information and Intramurals

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the appointment of Luke Norman as the full-time Head Coach/Coordinator, Sports Information and Intramurals, beginning November 28, 2022, at a FY23 salary of \$44,655, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Service Agreement with Interact Communications for General Marketing Media Buy
Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve the agreement between Highland Community College and Interact Communications, as presented, for the execution of a general marketing media buy including Facebook, TikTok, display, and SEM advertising in the amount of \$30,210.04. Interact's media management fee and reporting services are included in the cost of the agreement. The media buy will extend from January through August 2023. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Proposal: Building "S" (Sports Center/YMCA) Roof Top Unit (RTU) Replacement Project
Ms. Groezinger moved and Mr. Knaack seconded the motion to authorize acceptance of the proposal from Helm Service of Freeport, IL of \$123,587.00 for Building "S" (Sports Center/YMCA) Roof Top Unit (RTU) replacements. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution Authorizing Project "Building F Hallway Accessibility Renovation" and to Authorize Approval for a Health and Safety Levy
Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building F Hallway Accessibility Renovation in the amount of \$121,000 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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

4. Resolution Authorizing Project "Building F Pavement Replacement" and to Authorize Approval for a Health and Safety Levy
Mr. Block moved and Mr. Rhyne seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building F Pavement Replacement in the amount of \$184,500 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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

5. Resolution Authorizing Project “Building H Chiller Replacement” and to Authorize Approval for a Health and Safety Levy

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety project for Building H Chiller Replacement in the amount of \$694,500 and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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

6. Education and Building Fund Levy

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$6,080,000 and building purposes taxes in the amount of \$1,630,000 for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for FY23 and 50% for FY24. The roll call on the motion was as follows:

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

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

7. Insurance Levy

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$1,235,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for FY23 and 50% for FY24. The roll call on the motion was as follows:

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

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

8. Audit Levy

Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$68,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public

Community College Act of the State of Illinois, for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for FY23 and 50% for FY24. The roll call on the motion was as follows:

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

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

9. Social Security and Medicare Levy

Mr. Knaack moved and Ms. Groezinger seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$160,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for FY23 and 50% for FY24. The roll call on the motion was as follows:

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

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

10. Acceptance of Annual Audit

Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to accept the annual audit for FY22, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

11. Approval of Compensation Agreement with Cottingham and Butler for Consulting and Advisory Services

Mr. Block moved and Mr. Knaack seconded the motion to approve the agreement with Cottingham and Butler, as presented, for consulting and advisory services for two years at a rate of \$30,000 per year. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Ms. Groezinger 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 October 2022 bills, including Board travel, in the amount of \$1,155,651.02, Automated Clearing House (ACH) debits W0000635 amounting to

\$43,866.59, Other Debits D0000116 to D0000117 amounting to \$4,541.46 and Electronic Refunds of \$382.00, with 3 adjustments of \$1,310.00, such warrants amounting to \$1,203,131.07. Transfers of funds for payroll amounted to \$608,189.80. The roll call on the motion was as follows:

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

In Mr. Boldt's absence, Mr. Endress reported that the Audit & Finance Committee met with the auditors earlier today.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Endress reported that Mr. Boldt attended the November ICCTA meeting.

Association of Community College Trustees (ACCT)

At the December retreat, those who attended the ACCT Annual Leadership Congress in October will share what they learned. Mr. Endress found several sessions to be extremely helpful.

Board Chair

Mr. Endress met with Ms. Kuberski and Ms. Karen Brown, Director of HR, on Ms. Kuberski's contract, and attorney Tim Zollinger has also reviewed it. Mr. Endress will discuss this further in Closed Session. He attended two Foundation Executive Committee meetings to discuss the Foundation Executive Director position, and he explained that there was a quorum at the first meeting, but there were significant people missing, so a second meeting was scheduled. The Foundation annual meeting was held before the Distinguished Alumni ceremony, during which time the Foundation board was made aware of the recommendation to hire Mr. Dan Dick as Executive Director.

Administration

Ms. Kuberski reported that College Council met for the first time on November 16. There is a student serving on College Council, and a part-time faculty member has been identified, so there is still one seat open. During the first meeting, Ms. Kuberski reviewed the history, purpose, and role of College Council, and the process for Cabinet and Board agenda items so they could understand how items come to the Board. It was also explained that Cabinet does not make recommendations to the Board nor does College Council, but they serve in an advisory capacity and offer topics to be discussed, evaluated, and explored. At the next College Council meeting, the group will discuss ground rules, as well as agenda items for Spring. The group will meet at least monthly, maybe more often than that, and they have opted for a mix of Zoom and in-person meetings. It has been about a two-and-a-half-year journey to get to convening College Council. The Shared Governance steering committee has one more meeting and then it will dissolve. Mr. Knaack congratulated the Vice Presidents who recently made presentations, such as Ms. Gerber, who presented to VOICES. Mr. Endress noted that Ms. Janssen has been asked to serve on an advisory group to the Illinois Community College Board, and Ms. Kuberski noted that Ms. Janssen also made a presentation at the recent Illinois Council of Community College Administrators (ICCCA) conference. Mr. Knaack noted the 169 percent increase in continuing education enrollment, stating that it is incredible. He also expressed his appreciation for the administrative reports, noting that they are very informative.

Strategic Plan

There was no report.

At 5:19 p.m., the Chairperson declared a recess; the meeting resumed at 5:24 p.m.

CLOSED SESSION

Ms. Groezinger moved and Mr. Rhyne 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, Rhyne, Kuhlemeier, Knaack, Block, Endress
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 5:26 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, Kuhlemeier, Knaack, Block, Endress, Groezinger
NAYS: None

At 5:54 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. **Appointment: Vice President/Chief Academic Officer (CAO). Academic Services**
Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to approve the appointment of Sam Agdasi as Vice President/Chief Academic Officer, Academic Services, beginning January 12, 2023, at a FY23 salary of \$140,000, plus appropriate fringe benefits and a moving expense allowance up to \$10,000. This is a full-time, exempt administrative position and is within the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. **President's Contract**
Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the Resolution, as presented, authorizing the approval of the Contract of Employment for the President. The roll call on the motion was as follows:

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

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

B. Collective Negotiating Matters

1. **Custodial/Maintenance Contract**
Ms. Groezinger moved and Mr. Block seconded the motion to ratify the contract, as presented, with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Years 2023 – 2025 (July 1, 2022 through June 30, 2023). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. 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

Mr. Endress read the recommendation of the President, noting that the ending date should be March 17, 2023, not 2022. Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to approve the attached Memorandum of Understanding 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 is further recommended that Mr. Michael Skwara, User Services Librarian/Coordinator of Learning Management System, continues to serve as a temporary replacement for the Coordinator, Academic Technology Resources position, provide mentoring and training to the new person, and receive six hours of overload pay through March 17, 2023. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Rhyne, Kuhlemeier, Knaack, Block
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., in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus. The next regular Board meeting will be January 24, 2023, at 4:00 p.m. There will not be a regular December meeting.

ADJOURNMENT

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

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

At 6:03 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