

Highland Community College
Board Retreat
December 20, 2022
Highland Community College Student/Conference Center
Robert J. Rimington Board Room
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Jim Endress, Board Chairperson, called the meeting to order at 8:01 a.m.

Members Physically Present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger (departed 10:32 a.m.), Mr. Shawn Boldt, Mr. James Rhyne (departed 11:00 a.m.), Mr. Craig Knaack, and Ms. Chloe Smith

Members Virtually Present: Ms. Sarah Kuhlemeier

Members 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; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Jim Phillips, Interim Vice President/CAO, Academic Services; Ms. Christie Lewis, HRIS Administrator/HR Generalist; Ms. Vicki Warthen, Director, Annual Giving & Marketing, HCC Foundation; Ms. Kaliegh Hincman, Sports Facilities Companies; Mr. Evan Eleff, Sports Facilities Companies; Dr. Andy Dvorak, Retired Faculty; Ms. Jennifer Smith-Norman, Community Member; Ms. Suzanne Fisher Reeder, Sports Facilities Companies; Ms. Karen Brown, Director, Human Resources; Ms. Patricia Potter, Administrative Applications Administrator; Ms. Jodi Rogers, Office Coordinator, Athletics; Mr. Bruce Pittluck, ITS Support Specialist; Mr. Colton Havens, Community Member; Mr. Kam Merryman, Network Administrator; Mr. Kevin Li, Database Administrator/ System Administrator; Mr. Brian Leahy, ITS Support Specialist, Lead; Mr. Jeremy Bradt, Director, Enrollment & Records; Mr. Dan Dick, Executive Director, HCC Foundation; and, Mr. Pete Norman, Director, Athletics & Physical Education

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.

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Endress attended a special meeting of the HCC Foundation to review the job description for Mr. Dan Dick's previous position, which will now be named Director of Development. The job description has been handed off to Human Resources to distribute. Mr. Endress thanked trustees for making accommodations to reschedule the December 14, 2022, retreat due to the passing of Mr. Keith Hinrichs, who farmed the Foundation land. Mr. Hinrichs also helped the Ag program with the research plot, and Mr. Endress believes his passing will necessitate that Mr. Justin Ebert and Ms. Monica Pierce reassess what will happen with the plot. Mr. Endress attended the visitation for the father of former trustee Mr. Blake Musser, and noted that Senator Scott Bennett, a strong proponent of higher education, passed away last Friday, so there is a vacancy in the State Senate.

One of the College's Key Results in our strategic plan is enrollment as connected to an exceptional student experience, and Ms. Kuberski shared some activities that have taken place on campus over the last two weeks. The Ag Expo was held, with 148 high school students, 40 college students, and 35 vendors attending. Other recent events included presentation of projects by seven Honors Program students, and a Forensics Showcase with demonstrations of the Forensics students' respective events. The team has done well, and one of our students has won top novice in extemporaneous speaking at three competitions so far. There was a Christmas sweater event at the basketball game sponsored by Student Senate. Many Student Senators are also on the cheer team, in theatre, and working as student workers, so there is a lot of student engagement with that group. Student Services featured 217 Coffee on Monday morning during finals week. All of these events demonstrate what is happening on campus to make sure students are engaged, having a wonderful College experience, making wonderful memories outside the classroom, and relieving stress. Ms. Kuberski reported that the President's Report to the Community is now available on Highland's website, and fliers were also mailed throughout the district. The report highlights efforts to reimagine and move some of our programs forward, and also recognizes the College's 60th anniversary. Ms. Kuberski encouraged trustees to "like" the video and send it to their friends. Ms. Groezinger noted that the video was "awesome," and also gave kudos to everyone involved in the Northwest Illinois Ag Expo. Seeing the amount of ag businesses that work in this region, and meeting with high school students in the morning and college students in the afternoon, speaks to how important the campus is to the region, not only in the sciences but in ag.

SPORTS FACILITIES FEASIBILITY STUDY REPORT

Ms. Kuberski reminded trustees that the College has embarked on a feasibility study to explore the possibility of a sports complex. She has been very impressed by the thoroughness of what has been done so far by the staff of Sports Facilities Companies and their ability to listen and make sense of a number of thoughts, and align them with what the Board needs to hear. Mr. Evan Eleff, a principal

from Sports Facilities, introduced Suzanne Fisher Reeder, account executive, and Kaliegh Hincman, project manager. He provided an overview of the scope of work and process used in conducting the feasibility study, which included a campus tour, market tour, stakeholder meetings, a tour of other facilities in the region, and a campus-wide survey, with approximately 350 responses. The survey helped inform a lot of the key components. Data used in developing the options included demographics, program participation rates, a wide array of programs, and regional analysis of events. The definition of success includes four goals: support the expansion of Highland's Athletic programs; increase student enrollment; create a destination for students; and contribute to the College budget. Mr. Eleff reviewed potential participation rates by sport, a summary of fitness centers within one hour of the College, programs, such as club sports in the area, as well as tournaments and events. He presented an overview of six potential facility options, including cost, revenue and expense projections, and total impact on student enrollment. He explained that, based on the project team's direction, the "baseline" pro forma assumes there is no change, and the existing Sports Center with the YMCA would continue to operate. He noted that most models would be operationally self-sustaining, but would not cover the cost of traditional debt funding, and the College should not expect to go out and have a traditional debt structure, but should look to partnership opportunities with the city, county, and state, as well as private and philanthropic donations. The impact on student enrollment should also be considered. For example, Option 4 is projected to generate \$770,100 in new tuition revenue. Mr. Block asked about the opportunities the YMCA would have, and Mr. Eleff responded that the two elements the current Sports Center has that are not included in any of the current models are the pool and associated locker rooms, and the indoor court, but it is premature to talk about a recommendation for adaptive use of the current Sports Center. Mr. Boldt asked about incorporating housing into the project, and Mr. Eleff responded that it is not included as of right now. Student housing could be a great addition, but is not Sports Facilities' area of expertise. Following discussion, Mr. Eleff outlined four points on which Sports Facilities need direction from the Board: 1) Caps that Sports Facilities should be looking at or maximum development budget; 2) thoughts on future direction of the new sports center and how it impacts the future of the existing sports center, including keeping it, adaptive reuse, integrating the YMCA's operations, etc.; 3) candid feedback on the reality of a facility like this, and if it is something there are enough partners, etc. to keep moving forward with; and, 4) the must haves, could haves, or do not wants in a new facility. Sports Facilities would need direction from the Board by early- to mid-January in order for a presentation to be made at the March Board retreat. Mr. Knaack noted that he would like the Feasibility Study Committee to provide their answers to the questions, and Ms. Kuberski responded that the committee needs to know the Board's cost threshold and whether they are dedicated to the YMCA. The committee's key focus is enrollment growth, which would not be seen in Option 1. Option 3 gets closer to the full extent of the growth, which would also add a number of teams. Option 2 would add soccer and incorporates an indoor facility for baseball, softball, and soccer, but Option 3 would add track. Mr. Endress noted that Option 4 requires a new footprint, as we would likely not be able to tie it to the existing building, and Ms. Kuberski noted that a crosswalk could be built over the two facilities in order to connect the two. Option 4 does not include a gymnasium, so it would need to be connected somehow. Mr. Endress stated that the current relationship with the YMCA is something that needs to be considered. Mr. Block expressed a concern about the reality of the partners and where we will come up with (for example) the \$45 million. The relationship with the YMCA is one of the huge strengths we have at Highland, and we need to get the YMCA involved in the discussion.

Mr. Boldt cautioned that, as we start talking about this, it is important to not rush to the community and say we are going to spend \$62 million (for example) because we do not know what the number will be. He also believes we need a “magic name,” as “sports complex” will be detrimental to raising funds. Ms. Groezinger noted that “community” has to be very important, as it will take all of us, and why would we not take the YMCA along? Mr. Endress noted that the College spent a fair amount of money renovating two gymnasiums in the current facility and he would hate to throw that all away. It is a first-class basketball and volleyball facility, so we should use that to build on, in his opinion. Ms. Kuberski pointed out that if the College is looking at grants through Rural Community Colleges, a key component is that it is a learning center. Some of the things the flexible space includes are the potential for classrooms and learning spaces, so she sees it as an event and learning center. This is how we intend to use it but also resonates not only on campus but also in the community. Mr. Rhyne asked if the company can play a role in community resources, and Ms. Kuberski reported that they can, but it was not part of the scope of work. There are companies who, for example, help work through a referendum. The College has explored some grant possibilities and would meet the criteria as long as it has the learning component. Currently, the YMCA manages the building. Our contract with the YMCA expires in 2025, so we are at a key time to negotiate the contract. If we wanted our staff to run pieces or all of the facility, that would be part of the negotiations. Mr. Norman has talked about full-time coaches also having full-time responsibilities in the facility. The footprint right now looks like it is the YMCA’s, and we need to shift the footprint so it is Highland’s. Mr. Norman noted that, in his opinion, the present partnership is broken and hopefully can be repaired, but it needs to be addressed, and he is hopeful that it can be addressed with changes in the contract. He challenged trustees to walk over to the Sports Center and see if they can see anything that identifies Highland other than the gymnasium. Mr. Norman noted that there is no other college he is aware of that has a partnership with a YMCA, right or wrong. This is about growing the College’s enrollment, and our enrollment is in deep trouble. Where else will we get students? Mr. Block asked about childcare and child development, and what our potential is for the program and for childcare. Ms. Kuberski responded that, based on anecdotal information, there is a very dire need for childcare in our region, which is a whole different opportunity. We have added an Early Childhood Education (ECE) grant through the State and hired a success coach/recruiter whose focus is on those who are already in the industry to get their credential or get to the next level. Previously we were averaging barely in the double digits for enrollment, and this year we have over 20 students. Mr. Phillips explained that the goal is that the students will feed into the local programs or join other programs and expand and offer other services, or go on and get their bachelor’s degree in Early Childhood Education. The mentor/coach position has been significant and has allowed the program to expand. Having a dedicated position has meant a lot to the Early Childhood Education program and could allow for expansion of childcare locally. Ms. Kuberski explained that we do have a CCAMPIS grant that allows the College to offer childcare for our students but we have found that the seats we do have are not always filled. Mr. Rhyne asked how the new facility might further impact economic development, and Ms. Kuberski responded that, for example, if you had a sports tournament, that will have an economic impact, which would have a ripple effect. If we chose to go to the community for funding, we would have numbers on the economic impact, which would be a critical talking point.

NEW BUSINESS

Board Approval of New Hires

Mr. Endress requested that trustees move on to New Business to discuss Board approval of new hires, since a couple trustees needed to leave the meeting early. He explained that there will need to be a special Board meeting in order to approve some new hires prior to the January 24, 2023, regular meeting. Following discussion, it was agreed that the Board will hold a special meeting on January 10, 2023. Agenda items will include potential new hires and continued discussion of the feasibility study.

At 9:43 a.m., the Chair declared a recess; the meeting resumed at 9:50 a.m.

ADMINISTRATIVE UPDATES

Implementation of Compensation Study and Minimum Rate Salary Adjustments and Salary Range Placements

Ms. Karen Brown and Ms. Christie Lewis provided information on implementation of the compensation study adjustments. All of the non-union positions have been reviewed, with about 60 percent of the positions reviewed last year and the remaining positions reviewed this year. Ms. Brown explained that Ms. Lewis participates in certain surveys, primarily the College and University Professional Association (CUPA), and the data is used to compare where the market is for the positions. The information is then reviewed by the Classification and Compensation Review Team (CCRT). The recommendation presented for approval later today is the result of the market study. Approximately 35 positions were reviewed this year. The College is also considering the minimum wage increase, which takes effect January 1, 2023. The CCRT recommended increasing the minimum wage to \$15, which is higher than the State minimum wage, but is what is being seen locally. The CCRT believes it is important to move the minimum wage to \$15 to remain competitive. In addition to the recommended minimum wage increase, some of the lower pay grades will now be combined into one grade. Other community colleges in our cohort are also raising their minimum wage to \$15 or did so at the beginning of the fiscal year. Mr. Endress pointed out that a couple salary increases were not within the six percent rule, and Ms. Lewis explained that any positions reviewed within the market study were within six percent, but some positions reviewed as part of the minimum wage increase to \$15 per hour were higher than six percent. Mr. Knaack asked if the increases fit within the budget, and Ms. Lewis explained that Ms. Janssen had set money aside in the budget for this purpose, knowing the second half of the market study would be done this year. This will be an action item later in the meeting.

Budget Planning

Ms. Janssen stated that trustees were previously provided with an electronic copy of the Resource Allocation & Management Plan. The first section of the report is the financial section, which gives an historical review and financial projections. Input is gathered from campus regarding new opportunities and challenges, which are then linked to the strategic plan and also wrapped into a capital plan. In preparation for discussions on tuition, Ms. Janssen explained that there are many assumptions used to create revenue projections. When FY22 revenue was projected in FY20, the projection was within less

than one percent of actual, with projected expenses about two percent higher, not including HEERF funds. In this year's projection, the items with a large impact include property tax revenue and replacement tax. The current projection assumes no tuition increase and 25,000 credit hours. A one dollar increase in tuition equals about \$25,000, and each one percent change in enrollment equals about \$38,000. Ms. Janssen showed a chart which projected the fund balance from FY23 through FY26, noting that the fund balance would decrease by 20 percent by FY26, which would still be within the range recommended by the Illinois Community College Board, however, resources from other funds would be completely diminished. The College has done a number of things to stabilize the budget, including not filling four faculty positions; two instructors have changed their focus to areas of student demand; two professional positions that were newly created were not filled due to budgetary concerns; grant funding has been maximized to support instruction, student support, and other services; HEERF funding provided \$2.5 million in direct student aid and COVID mitigation costs; the College qualified for \$3.3 million for lost tuition and fees; offering lower-cost health insurance plans and bundling life and long-term disability products; and, issuing bonds to fund capital projects, while keeping the overall tax rate the same. In addition, this year the College is earning a substantial credit from ComEd for electricity costs. The current budget projection results in a deficit balance of \$150,000. A number of budget stabilization measures will be put into place in FY24, such as bond projects that support student engagement, academic programs, and enrollment. In addition, we will continue the program improvements, such as those being implemented in welding, and will continue to effectively utilize grant funding.

Tuition

Ms. Janssen explained that changes in tuition require two readings, with the first reading at the January or February regular meeting and the second reading being presented by March 8. In the past, she presented information comparing tuition and fees to other community colleges but the comparison did not include costs such as textbooks, variable tuition, etc. She reviewed a chart from the IPEDS federal data system, which listed the average net price to attend Highland, Kishwaukee College, Sauk Valley Community College, and Rock Valley College. The chart included college-specific information, such as tuition and fees, average cost of books and supplies, average cost of living, and grants awarded to students. Highland's first year, full-time students receive around \$4,600 in federal, state/local, and institutional grants, not including federal work study funds, loans, or private scholarships. In FY23, the maximum Illinois MAP award increased by \$1,700, and the full Pell award increased by \$400. The chart showed that the net price to attend Highland was lower than the other three schools for two of the three fiscal years. Currently, the FY24 projected budget includes a \$150,000 deficit, which would require a \$6 tuition increase. A recommendation to consider would be a \$3 per credit hour tuition increase, which would equate to \$75,000 and be a less significant increase than last year. It would also equate to about \$45 per semester for students taking 15 credit hours. An increase in the technology fee of \$3 is also being recommended, which would also equate to \$45 per semester for students taking 15 credit hours. Mr. Endress noted it was interesting to see the information on the chart because, on the surface, comparing those three institutions, our tuition rate is probably higher. Ms. Janssen noted that a lot of colleges have variable tuition for certain programs, such as career and technical education and other courses, so strictly looking at the per credit hour cost is becoming less of a full picture.

Campus Signage Project

Ms. Liz Gerber shared updates on the campus signage project and provided a brief history of the project, noting that initial discussions go back to 2009. Bond funds had been approved for the signage project, but we are at the time when we need to move forward or use the bond funds for something else. Due to the rising costs and new information about infrastructure needed for the signs, the monument signs currently exceed the original budget. An internal team has discussed options, including digital signs or not including the digital functionality in order to be able to include directional signage. The current proposal is to move forward with both the monument signs and directional signage. There would be new signs at all three campus entrances, which would not be digital, as well as directional signage, with the two main College entrances having monument signs. Ms. Gerber explained that, due to the cost of the project, a request for proposal (RFP) process will need to be completed. Following discussion, trustees agreed that the project should move forward, and Ms. Gerber will begin the RFP process.

Preview of Academic Calendar

Mr. Phillips provided a preview of the proposed academic calendar for Fall of 2023 through 2026, which will be presented for approval at the January Board meeting. The College is currently in the process of catalog revision, and as part of that, the new academic calendar will be published and placed on the website. The next calendar will look similar as in the past. Mr. Phillips noted that the Calendar Committee will meet again in early January to finalize the calendar regarding the placement of Spring break. They are also recommending the adoption of Juneteenth as a holiday, which has been adopted by the State and federal government. The Policy Committee previously recommended and the Board had approved adding Juneteenth to the list of possible holidays. Ms. Kuberski explained that Juneteenth had been recommended as a holiday option, but adding Juneteenth to the calendar would mean it would be an additional observed holiday.

Shared Governance

Ms. Kuberski reminded trustees that Shared Governance has been a separate report within her administrative report. A final meeting of the Shared Governance Task Force was held, and College Council has met twice. The College has moved and transitioned from the Shared Governance Task Force, and it has disbanded and implementation of College Council has occurred. She envisions that Shared Governance will come off the Board agenda and will be embedded in her administrative reports. Administrative reports will now become the President's Report on the agenda because the Vice Presidents are only being called on if they have something extra. The College Council meetings have been very productive, the student representative has been present and engaged, and College Council has agreed that Fridays are the best meeting days, which speaks to their level of engagement.

Ms. Groezinger asked what the diversity, equity, and inclusion (DEI) committee's pathway is for communication and how we bring DEI work forward on a monthly basis. Ms. Kuberski explained that we have a DEI Coordination Committee. The Diversity Committee's function is to bring diversity programming to campus. The ADA office focuses a lot on diversity and meeting the needs of students who have challenges in that regard. We have the cocurricular diversity focus, which is part of student services cocurricular assessment, and the diversity outcome, which is being implemented as one of the College's gen ed outcomes. Previously there was a lot of momentum and activity, but it was not

coordinated, so the DEI Coordination Team began to meet monthly to coordinate activities and identify gaps. They reviewed the Diversity web page. Belongness was added to the diversity statement, and the team is also exploring the possibility of adding justice, but at this point they have not looked at enough definitions to decide. The DEI Coordination Team followed up with a survey to get feedback on the definitions and gaps seen, and then followed up on gaps identified in the survey. College Council will now review the survey to determine gaps and provide feedback about what else we might be doing and where the gaps might be in terms of services. In addition, the November 17th Campus Connection focused on diversity where information was provided on international students and challenges that come with meeting their needs. Diversity flags will be installed after the holiday break in buildings R and M reflecting the nationalities of students on campus. There has also been discussion about whether we need a dedicated employee and are exploring it at this point, but are not at the point of making a recommendation. Ms. Groezinger noted that it is important that DEI is part of the College's DNA.

At 10:32 a.m., the Chairperson declared a recess; the meeting resumed at 10:41 a.m.

Mobile Medical Lab

Ms. Kuberski announced that she just received word that the House and Senate Appropriations Committees have approved the College's project to fund a mobile medical lab. The funding request still needs to pass the House, Senate, and President before it is official.

MAIN MOTION (ACTION)

A. **CollegeNOW Agreement Between Highland Community College and Warren CUSD #205 for the 2023 – 2024 Academic Year**

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the CollegeNOW agreement, as presented, for the 2023 – 2024 (FY24) academic year for qualified students attending Warren CUSD #205. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. **New Program: Marketing Certificate Program**

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

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

Whereupon the Chairperson declared the motion carried.

- C. New Program: Entrepreneurship/Small Business Management Certificate Program
Mr. Boldt moved and Mr. Knaack seconded the motion to approve the new Entrepreneurship/Small Business Management Certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

- D. Course and Miscellaneous Fee Changes for Fall 2023
Mr. Boldt moved and Ms. Kuhlemeier seconded the motion to approve the course and miscellaneous fee changes, as presented, beginning with the Fall 2023 semester. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

- E. Second Reading – New Policy 1.111: Board Member Attendance by a Means Other Than Physical Presence
Mr. Knaack moved and Mr. Rhyne seconded the motion to approve for second 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: Knaack, Block, Endress, Boldt, Rhyne, Kuhlemeier, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

- F. Compensation Adjustment: Director, Facilities and Safety
Mr. Block moved and Mr. Knaack seconded the motion to approve the revised salary range placement for the Director, Facilities and Safety, with placement at range 38 on the Highland Salary Range Table, along with a compensation adjustment in the amount of \$2,388 for the incumbent in the position, Kurt Simpson, effective December 15, 2022. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

G. Implementation of Compensation Study and Minimum Rate Salary Adjustments and Salary Range Placements

Mr. Rhyne moved and Mr. Boldt seconded the motion to approve the salary adjustments resulting from a recent compensation study for administrative, professional, and non-union classified positions, as presented, and an increase to Highland's minimum rate to \$15.00 per hour effective January 1, 2023. The cost of the total amount of the adjustments resulting from the compensation study and change to our minimum rate will not exceed \$35,000 for FY23. Support of adjustments for eligible grant employees will be determined following a review of grant funds. In addition, it is recommended the Board of Trustees approves the Salary Range Table, as presented, showing revised placements for positions based on market data obtained and as a result of the internal minimum rate increase. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

H. Appointment: Coordinator, Upward Bound (Grant Funded)

Mr. Knaack moved and Mr. Boldt seconded the motion to approve the appointment of Ms. Mariah Studer as full-time Coordinator, Upward Bound beginning December 21, 2022, at a FY23 salary of \$44,631, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY23 budget. This position is dependent on continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

I. Revised Job Description and Job Title: Coordinator, Outreach and Dual Credit

Mr. Block moved and Mr. Knaack seconded the motion to approve the revised job description and job title for the Coordinator, Outreach and Dual Credit, as presented, with placement remaining at range 28 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: Rhyne, Kuhlemeier, Knaack, Block, Endress, Boldt, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

J. Revised Job Description and Job Title: Coordinator, Center for Teaching and Learning Services

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the revised job description and job title for Coordinator, Center for Teaching and Learning Services, as presented, with placement remaining at range 31 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: Kuhlemeier, Knaack, Block, Endress, Boldt, Rhyne, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

K. Revised Job Description: Coordinator, Testing Center

Mr. Block moved and Mr. Knaack seconded the motion to approve the revised job description for the Coordinator, Testing Center, as presented, with placement remaining at range 24 on the Highland Salary Range Table. This is a full-time, non-exempt classified position and is included in the FY23 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

L. Appointment: Nursing Instructor

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve the appointment of Ms. Billie Jo Rogers as a full-time, tenure track Nursing Instructor in the Nursing and Allied Health division beginning January 12, 2023, at an FY23 Spring semester salary of \$28,139 (based on MSN+0, with 1 year of experience, which is \$56,277 for the full academic year), 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: Block, Endress, Boldt, Rhyne, Kuhlemeier, Knaack, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

CLOSED SESSION

Mr. Block 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; 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: Endress, Boldt, Kuhlemeier, Knaack, Block, 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 11:03 a.m., the Chairperson declared the meeting in Closed Session.

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

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

At 11:38 a.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

No action was necessary.

B. Collective Negotiating Matters

No action was necessary.

C. Semiannual Review of All Closed Session Minutes and Audio Recordings

Mr. Knaack moved and Mr. Boldt seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: February 11, 2021; February 23, 2021; March 23, 2021; April 7, 2021; April 22, 2021; April 27, 2021; May 25, 2021; and June 10, 2021. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

Reports from Association of Community College Trustees Annual Leadership Congress
Mr. Endress, Ms. Kuberski, and Ms. Grimes reported on sessions they attended during the Association of Community College Trustees Annual Leadership Congress last Fall.

At 11:56 a.m., the Chairperson declared a recess; the meeting resumed at 12:46 p.m.

Illinois Council of Community College Trustees

Mr. Boldt provided a report on the meetings he attended during the November meeting of the Illinois Community College Trustees Association.

Ms. Kuberski also informed trustees that Ms. Karen Brown, Director, Human Resources, has assembled a steering committee to think about leadership on campus, and an employee leadership development program is being rolled out.

OLD BUSINESS

At the September 27, 2022, regular meeting, Stephenson County Board Chair Bill Hadley reported that the last payment on the loan from the Mill Race Crossing TIF was due at the end of December. Ms. Kuberski will follow-up to see if the last payment was made.

On page six of Ms. Janssen's draft of the Resource Allocation and Management Plan, it listed the Base Operating grant rates by category. Six percent of the credit hours generated are remedial, while other districts are around three percent. Ms. Kuberski explained that remedial math is required in the high schools but she is unsure how many schools have remedial English.

As a follow-up to the comments during the audit presentation at the November 22, 2022, Audit & Finance Committee and regular meeting, Ms. Janssen reminded trustees of the auditors' recommendation regarding having antivirus software on the Linux servers. She explained that there are very few viruses on Linux systems, and the College has good virus protection in place. The auditors also suggested having employees sign the ITS Acceptable Use Guidelines, and Ms. Janssen is not sure they realized that this document is in the policy manual, and new employees are required to sign off that they have read this. There were a few "hiccups" on the auditors' side during the audit. Wipfli is a very high-quality firm, however, Ms. Janssen is considering doing a request for proposal (RFP). She noted, however, that some other colleges have not had any firms submit a proposal when doing an RFP for the audit. Mr. Endress reported that the Foundation did an RFP for their audit, and WIPFLI was not interested in doing the audit.

Ms. Janssen noted that a couple colleges had to go out for bid multiple times, and if trustees would like the College to do an RFP, this would be done in the Spring.

The special Board meeting will be held on January 10, 2023, at 3:00 p.m. Trustees should let Ms. Grimes know if the date and time do not work.

NEW BUSINESS (continued from earlier in the meeting)

There was no additional new business.

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, Boldt, Smith
NAYS: None

At 1:13 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