

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 January 24, 2023, 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, Ms. Pennie Groezinger, Mr. Shawn Boldt, Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, Mr. Craig Knaack, and Ms. Chloe Smith

The following members attended virtually: None

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. Sam Agdasi, Vice President/CAO, Academic Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Caley Marten, Director, Columbia College Freeport Campus; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Michele Miller, Academic Advisor I, Columbia College Freeport Campus; Ms. Jeniece Smith, Director, Marketing & Community Relations; Mr. Jeremy Bradt, Director, Enrollment & Records; and, Dr. Andy Dvorak, Retired Faculty

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.

MOMENT OF SILENCE IN MEMORY OF FORMER TRUSTEE SALLY SHARELIS

Mr. Endress asked for a moment of silence in memory of Mrs. Sally Sharelis, former trustee who served on the Board for 18 years. Mrs. Sharelis passed away at the end of 2022.

APPROVAL OF AGENDA

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the agenda, 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.

APPROVAL OF MINUTES

Mr. Boldt moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the November 22, 2022, Audit & Finance Committee and regular meeting, and the December 20, 2022, Board retreat, 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

Ms. Kuberski introduced Mr. Sam Agdasi, new Vice President/Chief Academic Officer, Administrative Services. Ms. Caley Marten also introduced Ms. Michele Miller, Columbia College Academic Advisor.

BUDGET REPORT

Ms. Janssen reported that the bond process is wrapping up and, as part of the process, S&P Global Rating Agency analyzes the College's financial stability and reevaluates our bond rating. She reported that the College maintained its rating of AA- with a stable outlook, which is important to potential investors in our bonds, and it also impacts our interest rate. Later today, trustees will be presented with an item for the issuance of the bonds. The bond sale is scheduled for January 31st, at which time we will know the amount of proceeds and can move forward with implementation. Ms. Janssen will work with those who submitted bond projects, Mr. Kurt Simpson, and Mr. Pete Fink, to provide a process and timeline.

FOUNDATION REPORT

Mr. Dan Dick reported that the search has begun for a Director of Development, and some applications are coming in. If trustees are aware of people who can connect with individuals and share a vision for fundraising, they should let Mr. Dick know. The Foundation is launching the public phase of the Legacy Campaign this semester and will be working with Chartwell on some items for that. A Day of Giving will be launched for the first time ever at the College. Save the date information has gone out for the Legacy Gala, which will be held on April 29. At that point, Mr. Dick hopes to have 80 or 90 percent of the campaign funds raised. The Foundation will be giving two Legacy Awards this year, and a full update will be provided at the February Board

meeting once the second recipient has been notified. During Opening Days, Mr. Dick presented the Opel Award to Mr. Scott Anderson. The award is given in honor of Mr. Don Opel. Mr. Dick reviewed a slide showing that the Foundation has a strong legacy and leads the state in per capita population dollars raised and per capita student enrollment private support. Total support to the Foundation is within the top five, as well. This is due in large part to the people who have come before and the people who are here today. The Matching Grant is a major piece of this that generates more than \$300,000 in support for Highland annually. Since FY15, more than \$2.5 million has been utilized for the priority needs of the College. Mr. Dick reported that the Spring scholarship deadline is April 1, and applications are available online and outside the Foundation office. Project Succeed staff have been sending a number of students to the Foundation office to check out the scholarships available. Beta testing is being done on a Universal Application, which will make applying for scholarships easier. Ms. Vicki Warthen has done a lot of the work to test the Nursing scholarship applications. Ms. Kuberski and Mr. Dick will be traveling to visit lead donors for the College in a couple weeks. The Foundation board will meet early in February, and the Foundation is currently in the internal planning stages regarding some land maintained by the Ag program. More information will be available in February.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Forrestville Valley School District #221, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, and Stockton CUSD #206 for the 2023 – 2024 Academic Year (FY24)
Recommendation: That the Board of Trustees approves the CollegeNOW agreements for the 2023 – 2024 (FY24) academic year, as presented, for qualified students attending Forrestville Valley School District #221, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, or Stockton CUSD #206.

B. Administration

1. Board Meeting Schedule
Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2023:

January 24, 2023
February 28, 2023
March 28, 2023
April 25, 2023

C. Personnel

1. Seniority Lists

Recommendation: That the Board of Trustees approves the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render.

2. Part-time Instructors, Overload, and Other Assignments

Recommendation: That the list of part-time instructors, overload, and other assignments be approved, as presented.

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. 2023-2026 Academic Calendar

Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to approve the 2023-2026 Academic Calendar, as presented, including adding Juneteenth as an additional holiday starting Summer 2023. 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.

B. Administration

1. Declare Property Surplus and Authorize Disposal

Mr. Knaack moved and Ms. Groezinger seconded the motion that the Board of Trustees declares property surplus, namely 33 tables, and authorizes Jill Janssen, Vice President/CFO, Administrative Services, to dispose of the same in such a manner as deemed by her to be in the best interest(s) of the College. 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. First Reading – Revised Policy Manual Chapter II: Instruction

Mr. Knaack moved and Mr. Rhyne seconded the motion to approve for first reading the revised policies in Chapter II (Instruction), as presented, and affirm for first reading the unchanged policies in Chapter II 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.

C. Personnel

1. Revised Job Description: Coordinator, Disability Services

Mr. Block moved and Ms. Groezinger seconded the motion to approve the revised job description, as presented, for the Coordinator, Disability Services, 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: Block, Endress, Groezinger, Boldt, Rhyne, Kuhlemeier,
Knaack, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded)

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the appointment of Ms. Samantha Zumdahl as full-time Director, TRIO Educational Opportunity Centers (EOC) beginning February 20, 2023, at an FY23 salary of \$52,420, 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: Endress, Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack,
Block, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of Proposal: Building “T” (Dorothy and R.C. Clock Technology Center) Welding Lab Updates

Mr. Knaack moved and Mr. Boldt seconded the motion to authorize acceptance of the proposal from Helm Service of Freeport, IL of \$299,573.00 for Building “T” (Dorothy and R.C. Clock Technology Center) Welding lab updates. 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. First Reading – Tuition

Mr. Boldt moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees considers for first reading an increase in the in-district tuition rate from \$151.00 per credit hour to \$154.00 per credit hour effective Fall semester of 2023. In addition, it is recommended that the Board of Trustees considers for first reading an increase in the senior citizen rate from \$113.00 to \$116.00 per credit hour effective Fall semester 2023. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2023 tuition rates at community colleges contiguous to Highland have been determined.

Mr. Knaack asked how much additional revenue the tuition increase would bring in, and Ms. Janssen reported that each dollar increase in tuition is around \$25,000 now, so it would be about \$75,000 for the three dollar increase. Mr. Knaack asked if we met 50% of our projection for increased enrollment for next year, would that more than make up the for the \$75,000, and Ms. Janssen explained that usually a one percent increase in enrollment is about the same as a one dollar increase in tuition. In Ms. Janssen’s projection, she assumed flat enrollment next year.

The roll call on the motion was as follows:

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

The vote being four ayes (including the Student Trustee’s advisory vote) and four nays, the Chairperson declared the motion failed.

Mr. Knaack asked for additional information, noting that \$75,000 is “next to nothing” to borrow more rather than put the increase on the backs of students. He noted that a recommendation could always come back for the Spring 2024 semester. Ms. Janssen will send the presentation she did at the Board retreat in December and offered to present again at the next regular Board meeting. She noted that previously a one dollar increase in tuition was \$40,000 but with the decline in enrollment and the

number of dual credit students, the number has declined. Trustees would need to vote on a second reading in tuition no later than the March retreat, so there are two potential times that trustees can look at this again. Mr. Knaack noted that if we are trying to increase enrollment but keep increasing tuition, somehow that has to balance, and he believes that we should be able to find \$75,000 internally out of a million-dollar budget without charging it to the students.

3. Acceptance of Proposal: Building "H" (Student/Conference Center) Chilled Water Air Conditioning (Chiller) Replacement Project

Mr. Rhyne moved and Ms. Kuhlemeier seconded the motion to authorize acceptance of the proposal from Helm Service of Freeport, IL of \$597,703.00 for Building "H" (Student/Conference Center) Chilled Water Air Conditioning (Chiller) replacement. 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. Resolution Providing for the Issue of Not to Exceed \$8,150,000 General Obligation Community College Bonds, Series 2023, of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and the State of Illinois, for the Purpose of Paying Claims Against Said Community College District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof
Mr. Boldt moved and Mr. Knaack seconded the motion that the Highland Community College Board approves the following Resolution authorizing the issue of General Obligation bonds in the amount not to exceed \$8,150,000.

RESOLUTION providing for the issue of not to exceed \$8,150,000 General Obligation Community College Bonds, Series 2023, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

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

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

5. Payment of Bills and Agency Fund Report – November 2022

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2022 bills, including Board travel, in the amount of \$1,036,102.02, Automated Clearing House (ACH) debits W0000636 amounting to \$30,309.03, and Electronic Refunds of \$208,763.75, with 12 adjustments of \$646.73, such warrants amounting to \$1,274,528.07. Transfers of funds for payroll amounted to \$620,449.64. 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. Payment of Bills and Agency Fund Report – December 2022

Mr. Boldt moved and Mr. Block seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the December 2022 bills, including Board travel, in the amount of \$541,755.79, Automated Clearing House (ACH) debits W0000637 amounting to \$49,522.29, Other Debits D0000118 amounting to \$19,300.00, and Electronic Refunds of \$12,042.42, with 1 adjustment of \$795.00, such warrants amounting to \$621,825.50. Transfers of funds for payroll amounted to \$927,963.21. 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.

REPORTS

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

There was no additional report.

Student Trustee

Ms. Smith reported that a Student Fun Fair will be held tomorrow in the cafeteria from 10:30 a.m. to 1:30 p.m. with games, prizes, and treats. A ski trip to Chestnut Mountain will be held on Monday, February 13, with students able to attend for half price. Ms. Smith concluded her report by announcing that Student Senate is changing their meeting time to Thursdays from 3:00 to 3:30 p.m.

Audit and Finance Committee

There was no report.

ICCTA Representative

There was no report.

Board Chair

Mr. Endress participated in Opening Days, along with Mr. Knaack and Mr. Block. It was a joy to see H-201 full of people and interacting with one another. Mr. Jim Phillips did a great job emceeding the event, and it was a really good morning.

President

Ms. Kuberski provided an update on enrollment numbers, with 10th day being next week. As of Monday, our head count was down 3.8 percent and credit hours were down 4.3 percent from the same time last year. Pre-COVID, we would normally see that whatever we were down in the Fall, we would be down more significantly in the Spring, so Ms. Kuberski takes it as a good sign the fact that we are down less in the Spring. Dual credit students are currently being enrolled, and we also have second eight-week classes coming up. Dr. Misty Thrumen will do a “deep dive” into 10th day enrollment at Campus Connection next week, which will give clearer definition on demographics.

Mr. Knaack expressed his thanks to Mr. Jim Phillips for his good work filling in for the Chief Academic Officer, while also being Dean, and for his division handling themselves. It was quite a task, and Mr. Phillips did a great job. Mr. Endress reiterated that Mr. Phillips did a good job.

CLOSED SESSION

Ms. Groezinger moved and Ms. Kuhlemeier 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: Endress, Groezinger, Boldt, Rhyne, 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 4:53 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:23 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. College Access Specialist, TRIO Educational Opportunity Centers (EOC)

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the appointment of Ms. Jennifer Smith-Norman as full-time College Access Specialist, TRIO Educational Opportunity Centers (EOC) beginning February 20, 2023, at an FY23 salary of \$46,167, 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,
Groezinger, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

1. Memorandum of Understanding (MOU) for Spring 2023 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

Mr. Knaack moved and Ms. Groezinger seconded the motion that the Highland Community College Board approves the Memorandum of Understanding (MOU), as presented, for Spring 2023 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: Rhyne, Kuhlemeier, Knaack, Block, Endress, Groezinger,
Boldt, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes for Calendar Year 2023

Mr. Endress appointed Ms. Kuhlemeier and Mr. Rhyne to review the Closed Session minutes in calendar year 2023.

Mr. Rhyne invited everyone to a theatre event of *American Son*, noting that the Boys and Girls Club has been working with Mr. Alex Jansen and Ms. Laura Early on the production. The play has been on Broadway and made into a movie, and it features a four-person cast, including two Highland students. The production is very relevant for the modern day. The event will take place on February 8 and 9 at 6:00 p.m. in the Ferguson Fine Arts Center. [Note: Mr. Rhyne later updated the performance dates to February 10 and 11.]

DATES OF IMPORTANCE

The next quarterly Board retreat will be held on March 8, 2023, 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 February 28, 2023.

ADJOURNMENT

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

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

At 5:34 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