

**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. Doug Block, Senior Trustee, at 4:01 p.m. on February 28, 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. Shawn Boldt, Ms. Sarah Kuhlemeier, and Mr. Craig Knaack

The following members attended virtually: None

The following members were absent: Mr. Jim Endress, Ms. Pennie Groezinger, Mr. James Rhyne Jr., and Ms. Chloe Smith

Others physically present: Ms. Jill Janssen, Vice President/CFO, Administrative Services, Board Treasurer; Mr. Pete Fink, Director, ITS; and Ms. Terri Grimes, Board Secretary

Others virtually present: Ms. Chris Kuberski, President; 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; Dr. Andy Dvorak, Retired Faculty; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Jeniece Smith, Director, Marketing & Community Relations; Ms. Jennifer Alderman, Faculty; Mr. Mark Rasmussen, Faculty; Mr. Colton Havens, Community Member; and Ms. Elizabeth Burmaster, Community Member

**APPOINTMENT OF CHAIR PRO TEM**

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to appoint Mr. Doug Block, Senior Trustee, Chair Pro Tem. The roll call on the motion was as follows:

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

Whereupon Mr. Block declared the motion carried.

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. Block asked if those who were attending virtually were able to hear.

### **APPROVAL OF AGENDA**

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

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

Whereupon the Chair Pro Tem declared the motion carried.

### **APPROVAL OF MINUTES**

Mr. Knaack moved and Mr. Boldt seconded the motion to approve the minutes of the January 10, 2023, special meeting and the January 24, 2023, regular meeting, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **INTRODUCTIONS**

There were no introductions.

### **BUDGET REPORT**

Ms. Janssen noted that the agenda does not include a second reading for a tuition increase for Fall 2023. For now, she plans to review tuition in the future for possibly a recommendation for Summer semester or later on, but she will still meet with Student Senate to discuss tuition and get their feedback, which is something she does every year. The funds for the mobile medical unit have not been received, but there have been discussions on how to access and report on the funds. An allocation has been received from the State for access to mental health services and training, which needs to be spent by June 30. Ms. Janssen and Ms. Gerber have been discussing how to utilize those funds, and Ms. Gerber is also working with Student Services to determine utilization. The Governor's budget provides for a seven percent system-wide funding increase, new funding for dual credit, noncredit workforce training grants, an increase in MAP funding for students, and other items. The Governor's budget then goes on to the legislative branch for approval. Unrestricted funding is based on a formula, so it is unknown at this point how much we will receive.

## **FOUNDATION REPORT**

Earlier this month, Mr. Dan Dick and Ms. Kuberski traveled on behalf of the College to meet with some of the College's most prominent donors. The trip was extremely successful, as they stewarded key relationships of donors and alumni who support the College. A meeting was held with a brand-new donor who made a pledge of \$20,000 toward the Legacy Campaign. At the Foundation's quarterly board meeting in February, former Foundation board members Mr. David Shockey, who is also a former trustee, and Mr. Jim Berberet, former Foundation Executive Director, were named emeriti members of the Foundation board for their many years of service to the Foundation. The Foundation board approved a zero-dollar rent offer to the College's Ag department to utilize the acreage owned by the Foundation. Additional information will be forthcoming with potential action by the Board in the future. At this point, the Foundation is working closely with the College and Attorney Tim Zollinger to make sure everything is in place. Mr. Keith Hinrichs, who had been a long-time donor and supporter of the College prior to his passing, had been in discussions with Mr. Justin Ebert and Ms. Monica Pierce about this type of plan, in general, this year with some of his oversight. This is one more way to honor Mr. Hinrich's legacy, ensuring that the student opportunities on the land are fully utilized. The Foundation will be looking to find ways to perhaps have a property tax exemption for real estate taxes on the property. An additional \$700,000 pledge toward the Foundation's Legacy campaign was made. With this gift, additional challenges will be provided to leadership-level donors and for the College's first ever Day of Giving, which is scheduled for May 9. The Legacy Campaign has reached approximately 85 percent toward its goal of \$4.6 million. The Foundation hopes to meet and surpass the goal. A pillar of highest priorities for strategic needs of the College has been created, and if the campaign goal is exceeded, new needs may be prioritized. In March, a Corporate Partners Breakfast will be held, where Ms. Kuberski will share her vision and message. The event will also provide an opportunity for business leaders to connect with faculty and staff members in attendance. Mr. Dick thanked those who have indicated they will attend. The Foundation's Legacy Gala will be held on April 29, where two former trustees, Mr. Dennis Endress and Mr. Carl Fairbairn, will be recognized with the Del Scheider Legacy Award. Mr. Dick concluded his report by announcing that the Foundation has been working with the College's Human Resources department on the search for a new Director of Development, and he is hopeful that interviews will take place in the next couple weeks.

## **CONSENT ITEMS**

### **A. Academic**

1. **CollegeNOW Agreements Between Highland Community College and Dakota CUSD #201, Pearl City CUSD #200, and Pecatonica CUSD #321 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 Dakota CUSD #201, Pearl City CUSD #200, or Pecatonica CUSD #321.

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

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

Whereupon the Chair Pro Tem declared the motion carried.

**MAIN MOTIONS**

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy Manual Chapter II: Instruction

Mr. Boldt moved and Mr. Knaack seconded the motion to approve for second reading the revised policies in Chapter II (Instruction), as presented, and affirm for second reading the unchanged policies in Chapter II of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

2. Acceptance of Staff Member Requesting to Participate in the Planned Retirement Program

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion to accept the request of the following staff member to participate in the Planned Retirement Program:

Madonna Keeney, planned retirement June 30, 2026

The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

C. Personnel (None)

D. Financial

1. Acceptance of Bid: Building “F” (Ferguson Fine Arts Center) Hallway Accessibility Renovation Project  
Mr. Knaack moved and Mr. Boldt seconded the motion to authorize acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$68,500 for the Building “F” (Ferguson Fine Arts Center) Hallway Accessibility Renovation project. This bid is within the projected budget for the project. The roll call on the motion was as follows:  
  
                  AYES:          Knaack, Block, Boldt, Kuhlemeier  
                  NAYS:          None  
  
Whereupon the Chair Pro Tem declared the motion carried.
2. Acceptance of Bid: Building “F” (Ferguson Fine Arts Center) Pavement Replacement Project  
Ms. Kuhlemeier moved and Mr. Boldt seconded the motion to authorize acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$148,000 for the Building “F” (Ferguson Fine Arts Center) Pavement Replacement project. This bid is within the projected budget for the project. The roll call on the motion was as follows:  
  
                  AYES:          Block, Boldt, Kuhlemeier, Knaack  
                  NAYS:          None  
  
Whereupon the Chair Pro Tem declared the motion carried.
3. Acceptance of Bid: Wireless Microphone System Equipment for the Highland Community College Theatre  
Mr. Boldt moved and Mr. Knaack seconded the motion that the Board of Trustees authorizes acceptance of the low bid meeting specifications from Alto Music for \$42,302.15 for wireless microphone system equipment for the Highland Community College Theatre. This bid is within the approved budget for the project. The roll call on the motion was as follows:  
  
                  AYES:          Boldt, Kuhlemeier, Knaack, Block  
                  NAYS:          None  
  
Whereupon the Chair Pro Tem declared the motion carried.
4. Payment of Bills and Agency Fund Report – January 2023  
Mr. Knaack 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 January 2023 bills, including Board travel, in the amount of \$1,103,603.87, Automated Clearing House (ACH) debits W0000638 amounting to \$36,393.27, Other Debits D0000119 amounting to \$57.25, and Electronic Refunds of \$4,562.00, with 3 adjustments of \$1,074.28, such warrants amounting to \$1,143,542.11. Transfers of funds for payroll amounted to \$561,566.21. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem 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.

**Audit and Finance Committee**  
There was no report.

**Illinois Community College Trustees Association (ICCTA) Representative**  
The next ICCTA meeting will be held next week.

**Association of Community College Trustees (ACCT)**  
Reports from the February National Legislative Summit will be given at the March retreat.

**Board Chair**  
There was no report.

**President**  
Ms. Kuberski provided an update on enrollment, noting that it is currently the seventh week of the Spring semester. At this time, head count is down 2.9 percent, and credit hours are down 2.8 percent, so we seem to be closing the gap that existed at the beginning of the semester. Second eight-week classes begin next week. About 35 percent of enrollment this semester is dual credit. Those students do not pay full tuition so the financial aspects are not the same as regular paying students. Mr. Block asked about funding for dual credit that had been approved at the State level, and Ms. Kuberski reported that there had previously been a grant through the State for dual credit, which initially offset the cost. That grant disappeared within two to three years, and community colleges did not believe charging those students was in the best interest of the colleges. She is hopeful that this funding will shore up the gap again. The State is responding to an increase in dual credit and recognizing that pay structure is out of kilter. Ms. Kuberski concluded her report by

announcing that the performance of *American Son* had been rescheduled for this week but was postponed due to unforeseen circumstances.

### **CLOSED SESSION**

Mr. Boldt moved and Mr. Knaack seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body under Open Meetings Act exception 2-C-1; and, collective negotiating matters between the public body and its employees or their representatives under exception 2-C-2, pursuant to the Open Meetings Act, and to return to Open Session for possible action. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

Mr. Block 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 4:33 p.m., the Chair Pro Tem declared the meeting in Closed Session.

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

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

At 4:40 p.m., the Chair Pro Tem 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 of Tenure

Mr. Knaack moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees grants tenure to Vocal Music Instructor, Randy Haldeman. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

3. Appointment of Tenure  
Ms. Kuhlemeier moved and Mr. Knaack seconded the motion that the Board of Trustees grants tenure to Mathematics Instructor, Mark Rasmussen. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

4. Appointment of Tenure  
Mr. Knaack moved and Mr. Boldt seconded the motion that the Board of Trustees grants tenure to Nursing Instructor, Jessica Schneiderman. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

5. Appointment of Tenure  
Ms. Kuhlemeier moved and Mr. Boldt seconded the motion that the Board of Trustees grants tenure to Nursing Instructor, Amanda Lessman. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

6. Appointment of Tenure  
Mr. Boldt moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees grants tenure to Accounting Instructor, Jennifer Alderman. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.



**B. Collective Negotiating Matters**

1. Memorandum of Agreement Between Highland Community College, Monica Pierce and Illinois Federation of Teachers AFL-CIO Local 1957, Highland Community College Faculty Senate Related to Coordination of Dual Credit Instructors Teaching Agriculture Courses During the Fall 2022 and Spring 2023 Semesters

Mr. Knaack moved and Mr. Boldt seconded the motion that the Highland Community College Board approves the Memorandum of Agreement, as presented, between Highland Community College, Monica Pierce and Illinois Federation of Teachers, AFL-CIO Local 1957, Highland Community College Faculty Senate regarding compensation for increased duties Agriculture instructor Monica Pierce assumed related to coordination of dual credit instructors teaching Agriculture courses during the Fall 2022 and Spring 2023 semesters. The roll call on the motion was as follows:

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

Whereupon the Chair Pro Tem declared the motion carried.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Ms. Kuberski noted that Mr. Dick had referred to the lease agreement with the Foundation earlier in the meeting, and she explained that Mr. Keith Hinrichs farmed 45 of the 55 acres, and the rest were soil and test plots for the Ag program. Mr. Hinrichs donated the money from the proceeds from the farm to the Foundation for the Ag department. There have been discussions regarding modifying the agreement so that the Ag program would farm all 55 acres. Mr. Justin Ebert made a presentation to the Foundation Executive Committee and full board regarding the proposal. If an agreement is reached, the College would assume the costs, knowing in the past that farmers had equipment, seed, fertilizer, and work inputs. She also noted that there could be a tax abatement because the land would be used for educational purposes only, and rent would be \$1. Ms. Kuberski has been working with Attorney Tim Zollinger on the lease. Mr. Ebert will provide a summary of the proposal at the March 8 retreat and how it would benefit the Ag department. This will expand the ability to teach students and would generate additional income to help with the program. Ms. Kuberski believes there are minimal risks to the College. Mr. Block asked if the Ag department could have an operating note in the lease agreement, and Ms. Kuberski explained that Mr. Ebert had projected costs.

**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 March 28, 2023.

**ADJOURNMENT**

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

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

At 4:54 p.m., there being no further business, the Chair Pro Tem declared the motion carried and the meeting adjourned.

Respectfully submitted,



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Terri A. Grimes, Board Secretary  
Illinois Community College District No. 519