

Highland Community College
Combined Board of Trustees Regular Meeting and Quarterly Board Retreat
March 30, 2023
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 8:07 a.m.

Members Physically Present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger (arrived 8:15 a.m.), Mr. Shawn Boldt, Mr. James Rhyne, Ms. Sarah Kuhlemeier, Mr. Craig Knaack, and Ms. Chloe Smith

Members Virtually Present: None

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; Mr. Sam Agdasi, Vice President/CAO, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Justin Ebert, Faculty; Mr. Pete Norman, Director, Athletics & Physical Education; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Aaron Heim, Volleyball Coach; Ms. Jodi Rogers, Office Coordinator, Athletics; Mr. Aaron Greene, YMCA; Ms. Danielle Walker, Coordinator, Women's Athletics; Ms. Kaliegh Hincman, Sports Facilities; Mr. Even Eleff, Sports Facilities; Ms. Suzanne Fisher Reeder, Sports Facilities; Ms. Dawn Reed, YMCA; Mr. Eric Katzenberger, Monroe Clinic; Mr. Chance Sharp, Student Success Coach; Ms. Karen Brown, Director, Human Resources; Ms. Leslie Schmidt, Community Member; and Dr. Andy Dvorak, Retired Faculty; and three unidentified attendees

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. Block moved and Mr. Rhyne seconded the motion to approve the agenda, as presented. 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.

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Ms. Kuberski reported that six Highland representatives attended the Higher Learning Commission annual conference last week, and report-outs from the sessions will be provided at Cabinet, College Council, and Campus Connection in April. She did not hear anything at the conference that was ultimately surprising, and she believes the pace we are on remains strong for our 10-year visit, which is in academic year 2027 – 2028. By this time next year, we probably should have identified our team. Mr. Agdasi and Ms. Kuberski are starting to have conversations about the visit, which will be primarily under Mr. Agdasi's umbrella. We are in a good place for where we were but particularly for thinking about the future, as the projects we have going are aligned with HLC's focus.

Mr. Endress expressed his appreciation to the trustees for their flexibility in allowing for the combination of the retreat and regular meeting when the report from Sports Facilities was not ready for the March 8th retreat.

REPORTS

Use of Farm Land Owned by the Highland Community College Foundation

Ms. Kuberski explained that the College has been farming about 10 acres of land owned by the Foundation, with the rest farmed by Mr. Keith Hinrichs. Mr. Justin Ebert, Ag Instructor, had been in discussion with Mr. Scott Anderson and Mr. Dan Dick about the land, the Foundation Executive Committee, and now the Highland Board. The proposal is that the College would farm all of the acreage. Mr. Ebert and Ms. Monica Pierce, Ag Instructor, would oversee the land, which would be used for expanded ag labs, primarily for field trials now, but also for production. The Foundation's Executive Committee supports the proposal. The Memorandum of Understanding included in the Board packet has additional details.

Mr. Ebert provided an overview of the nine-year partnership with Mr. Hinrichs, how the current acreage is being used in the Ag program, and future plans for use of the entire 55 acres owned by the Foundation. This will increase the curriculum and opportunities for students, and students will be able to see the jobs that tie directly to field work. Mr. Ebert reviewed a crop budget comparison between

cash rent and zero rent, noting that total returns are greater if they do not need to pay cash rent. This will give students hands-on experience, connections to the communities, opportunities for jobs in our area, and continue to grow the program. Mr. Endress noted that the full Foundation board is also supportive of this proposal. Mr. Knaack asked about costs for College support of the program, and Mr. Ebert explained that the budget he created was looking at input costs, and the money generated off of selling the crops. Currently the Ag program has been receiving \$10,000 from the rent Mr. Hinrichs paid to the Foundation, which has been used to offset some costs associated with putting in the crops and fertilizer that are not donated. The costs listed on the cash rent versus no cash rent budgets he reviewed are on a per acre basis but the returns listed are for the total acres. There is a very supportive community, and at this point Mr. Ebert has secured some fertilizer and some seed. They are working with more vendors, so he anticipates the total returns to be even greater. The program is looking to build a facility on the property that was donated to the program to house some of the equipment, and this project will provide some extra income to help those things come to fruition. While there is currently no need to hire additional full-time instructors, as the numbers in the program grow, that may be necessary.

Update from Sports Facilities on the Feasibility of a Potential Athletics, Learning, and Event Center

Ms. Kuberski reported that the feasibility study is at a point where the College is ready for the final report, which the Feasibility Study committee has reviewed. Mr. Evan Eleff of Sports Facilities presented the findings of the study, noting there were originally eight potential models, and they landed on three for consideration by trustees. He provided an overview of each of the models, including a full track model, training track model, and training track and extra gym model. He reviewed the opportunities for revenue, economic impact, and projections of new students-athletes and non-student-athletes for each model, noting that all three models are stand-alone models. Mr. Eleff will send the presentation to the project team to share as they see fit, and he noted that the information shared was meant to be a summary. A more detailed report will be forthcoming. He concluded his remarks by commending the level of engagement and thoughtfulness of the Highland team, from the top down.

At 9:41 a.m., the Chairperson declared a recess; the meeting resumed at 9:51 a.m.

Mr. Endress pointed out that there was a meeting with Highland's committee (the Feasibility Study committee) and a percentage of the YMCA board and leadership. Some members of the YMCA board have also seen some of the presentation. He sensed they were open to the project. Ms. Kuberski stated that the YMCA is interested in continuing the partnership, and Mr. Endress suggested trustees think that the College is not going alone on this project. He was intrigued by the economic impact and, in his mind, the hospitality industry in Freeport needs to figure out a way to help, if it has a projected impact on the bottom line of \$3 million.

Mr. Endress referred back to Mr. Ebert's earlier presentation on the potential farm lease, noting that Mr. Block pointed out the economic farm management component can be included in some ag econ courses. Mr. Knaack asked what the College would do if there were other programs that wanted to create a revenue stream, and it was noted that it would be a good problem to have. The mobile medical unit will bring opportunities; however, the College has not received the funding yet nor has the bus been ordered.

Ms. Smith noted that the student fees for Illinois State University (ISU) include \$13.44 per credit hour to pay for the facility at ISU. If the College is concerned about the sustainability of a new facility, she is sure students would be willing to pay a little bit. She suggested getting the students' perspective, perhaps through a survey. Ms. Kuhlemeier noted that it is appropriate to have students pay for the parts they are using, such as an online fee, etc.

ADMINISTRATIVE UPDATE

Senate Bill 3789: Decennial Committee on Local Government & Efficiency Act

There has been recent legislation that requires the College to create a committee to study efficiency or any lack thereof in the operation of the College. The committee must be formed by June 1, 2023, and consist of the full Board, at least two residents of the district, and the College President, and chaired by the President or Board Chair. The committee must meet at least three times, which could be part of the regular meeting but would require a separate agenda. The committee is subject to the Open Meetings Act, and committee members would discuss and solicit input on the operations of the College to evaluate recommendations on improvements in efficiency. A report must be prepared within 18 months of formation of the committee and filed with the Stephenson County Board, with a copy to each County Board in the District. Once the report is filed, the Committee is disbanded for 10 years. Mr. Block noted that state legislators look to the Illinois Community College Trustees Association (ICCTA) for input, and he suggested taking this to ICCTA.

CONSENT ITEMS

A. Academic

1. Joint Educational Agreement Between Columbia College and Highland Community College

Recommendation: That the Board of Trustees approves the joint educational agreement, as presented, between Highland Community College and Columbia College.

B. Administration (None)

C. Personnel

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

Recommendation: That the Board of Trustees approves the list of part-time instructors, overload, and other assignments, as presented.

D. Financial (None)

Mr. Rhyne moved and Mr. Knaack seconded the motion to approve the consent items, 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.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. First Reading – Revised Policy 5.06: Purchases of Supplies and Services
Mr. Block moved and Ms. Groezinger seconded the motion to approve for first reading revised policy 5.06, Purchases of Supplies and Services, which is included in Chapter V, Finance, of the policy manual. 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 Chairperson declared the motion carried.

2. First Reading – Revised Policy Manual Appendix: Tenure Review
Mr. Boldt moved and Mr. Rhyne seconded the motion to approve for first reading revised Appendix, Tenure Review, which is included in the policy manual. 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.

3. Memorandum of Understanding Regarding Connect NW Illinois Workforce & Innovation Development Group to Pursue Opportunities Related to Fiber Optic Broadband Services
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the Memorandum of Understanding (MOU), as presented, regarding Connect NW Illinois Workforce & Innovation Development Group for fiber optic broadband services in order to pursue opportunities to create effective workforce and innovation development programs throughout the rural NW Illinois area. 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.

C. Personnel

- 1. Revised Salary Range Placement: Coordinator, Disability Services
Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to approve the revised salary range placement for Coordinator, Disability Services, with placement at range 29 on the Highland Salary Range Table. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

- 2. Revised Salary Range Placement: Coordinator, Student Success
Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the revised salary range placement for Coordinator, Student Success, with placement at range 30 on the Highland Salary Range Table. 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.

- 3. Appointment: Coordinator, Disability Services
Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the appointment of Amber Macklin as the full-time Coordinator, Disability Services, beginning April 17, 2023, at an FY23 salary of \$48,376, 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, Boldt, Rhyne, Kuhlemeier, Knaack, Block, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

- 4. Appointment: Coordinator, Student Services
Ms. Groezinger moved and Mr. Block seconded the motion to approve the appointment of Natalie Gordon as the full-time Coordinator, Student Success, beginning June 1, 2023, at an FY23 salary of \$56,020 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: Groezinger, Boldt, Rhyne, Kuhlemeier, Knaack, Block,
Endress, Smith
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Approval of Farm Lease Agreement Between Highland Community College and the Highland Community College Foundation to Support the Ag Program
Mr. Block moved and Mr. Knaack seconded the motion to approve the farm lease agreement between Highland Community College and the Highland Community College Foundation, as presented, for use of the entire 55 acres of land owned by the HCC Foundation at a cost of \$1 per year. The term of the lease will be April 1, 2023 to the last day of March 2024, and year-to-year each year thereafter unless agreed by both entities to terminate the agreement. It is further recommended that, if the HCC Foundation is unable to obtain a tax abatement on the property, the College will cover the cost of the property taxes (currently less than \$2,500 per year). In addition, the College will assume the liability insurance coverage for the additional acreage. 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.

2. Acceptance of Proposal: Purchase of 2023 Kubota MX5400HSTC Tractor and Attachments
Mr. Knaack moved and Ms. Groezinger seconded the motion to authorize acceptance of the proposal from A.C. McCartney of Durand, IL of \$52,061.99 for the purchase of a 2023 Kubota MX5400HSTC tractor and related attachments. This purchase is included in the approved FY22 bond project list and is within the projected budget. 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.

3. Contract Award: Welding Certification Program Services
Ms. Groezinger moved and Mr. Knaack seconded the motion to approve the five-year contract with the Federal Bureau of Prisons, as presented, for the provision of Welding Certification Program Services to be rendered for the Administrative United

States Penitentiary in the amount of \$240,540.00. The roll call on the motion was as follows:

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

The vote being seven ayes, no nays, and one abstention, the Chairperson declared the motion carried.

4. Acceptance of Base Gas Sales Agreement with Symmetry Energy Solutions for the College's Natural Gas Supply

Mr. Boldt moved and Mr. Knaack seconded the motion to authorize acceptance of the agreement with Symmetry Energy Solutions, as presented, for the College's natural gas supply for the initial contract period of June 1, 2023, through May 31, 2024, and subject to automatic 12-month renewal periods thereafter unless terminated by either party at a current estimated savings of \$5,000 per year. 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.

5. Payment of Bills and Agency Fund Report – February 2023

Mr. Block moved and Mr. Rhyne seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfer of funds for the February 2023 bills, including Board travel, in the amount of \$822,374.28, Automated Clearing House (ACH) debits W0000639 amounting to \$36,300.29, and Electronic Refunds of \$43,767.36, with 3 adjustments of \$175.00, such warrants amounting to \$902,266.93. Transfers of funds for payroll amounted to \$627,697.99. 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.

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance
There was no additional report.

CLOSED SESSION

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

AYES: 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 10:33 a.m., the Chairperson declared the meeting in Closed Session.

Ms. Groezinger moved and Mr. Block 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 11:34 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

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

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the Memorandum of Understanding, as presented, 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 June 16, 2023. 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.

OLD BUSINESS

As a follow-up to a question Mr. Block asked at a previous Board meeting regarding the money borrowed from the TIF for the nursing home, Ms. Kuberski reported that she met with Stephenson County Board Chair Scott Helms, and he indicated the money has been repaid. The County is seeking an external buyer for the facility because it continues to suffer financially. If the Board has more specific questions, Mr. Helms said he could come to a Board meeting.

Mr. Boldt asked to have some time at a future meeting so he could provide an ICCTA report.

NEW BUSINESS

Mr. Endress announced that previously the Board had collectively made a financial donation to the Foundation to use as part of the auction items, traditionally \$50 per trustee. Trustees were asked to give the donation to Ms. Grimes as soon as possible so the Foundation is aware of the donation.

The next regular meeting is scheduled for April 25, 2023, and the Foundation's Legacy Gala is April 29, 2023.

Mr. Block thanked Ms. Smith for Student Senate cosponsoring the Candidates' Forum, and also thanked the three Student Senate members who participated.

Trustees were reminded that performances of *Silent Sky* will be held March 30, 31, and April 1 at 7:30 p.m.

ADJOURNMENT

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

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

At 11:42 a.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