

**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 4:00 p.m. on July 25, 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. Jim Endress, Ms. Pennie Groezinger, Mr. Shawn Boldt, Mr. James Rhyne Jr., Ms. Mary Kaufman, and Ms. Allison Coon

The following members attended virtually: None

The following members were absent: Mr. Doug Block, and Ms. Sarah Kuhlemeier

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS; Mr. Steve Mihina, Faculty; Mr. Gerald Podraza, Community Member; Mr. Ryan Shirley, Coordinator, Upward Bound; 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. Pete Norman, Director, Athletics & Physical Education; Mr. Chance Sharp, Student Success Coach; Ms. Jeniece Smith, Director, Marketing & Community Relations; Ms. Natalie Gordon, Coordinator, Student Success; Mr. Dan Dick, Executive Director, HCC Foundation; Dr. Brendan Dutmer, Dean, Natural Science & Mathematics; Mr. Jeremy Bradt, Director, Enrollment & Records; and, Dr. Andy Dvorak, Retired Faculty

**APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS**

There were no trustees who wished to attend the meeting virtually.

**APPROVAL OF AGENDA**

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the agenda, as presented. The vote being unanimous, the Chairperson declared the motion carried.

**APPROVAL OF MINUTES**

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the minutes of the May 23, 2023, Audit & Finance Committee and regular meeting, and the June 21, 2023, Board retreat, as presented. The vote being unanimous, the Chairperson declared the motion carried.

### **STUDENT SPOTLIGHT: UPWARD BOUND STUDENT LEADERSHIP EXPERIENCE**

Ms. Gerber introduced Mr. Ryan Shirley, who provided an update on the Upward Bound student leadership experience, which was held in Washington DC. Two Upward Bound students attended the conference. To qualify for the conference, the students were required to submit an essay and also have a 3.0 GPA. Forty (40) students also participated in the Upward Bound Summer program. The students were provided with breakfast and lunch, and they focused on math, science, Spanish, English, and language arts. They also collaborated with Beloit College's Upward Bound program for some activities, including kickball and tug of war. The Summer trip to Texas included a tour of educational institutions, including the University of Houston, Texas Southern University, Loras College, and several others.

### **PUBLIC COMMENTS**

Mr. Gerald Podraza congratulated Mr. Block on his recent award, noting that he read the article in *The Flash*. Mr. Podraza continued his public comments from the May meeting and addressed the trustees on several topics he outlined in a new letter to trustees. (See attached letter.)

### **INTRODUCTIONS**

Ms. Gerber introduced new employees Ms. Deedra Shippert and Ms. Natalie Gordon.

### **BUDGET REPORT**

Due to the budget work session, which preceded the regular meeting, there was no additional budget report.

### **FOUNDATION REPORT**

Mr. Dick reported that the Foundation is working hard to make sure the end of FY23 and the start of FY24 is smooth. In FY23, \$1.3 million was provided to the College by the Foundation for scholarship support and many Legacy Campaign projects, including the Welding lab, funds for athletics, an endowment for Top Scholars, Nursing, Ag, and other items. The Foundation Development Committee met recently, and Mr. Dick announced that the Legacy Campaign is currently at 98 percent of goal, having raised \$4.5 million of the \$4.6 million goal. He noted that this was done during a time of leadership transitions at the Foundation and College and during a national pandemic. During the Foundation's recent retreat, Foundation board members discussed "what comes next." Mr. Matt Mullen has been hired, the corporate partnership program continues with five to six new corporate partners, there is strong scholarship support, the Foundation continues to steward and cultivate donors, and there are opportunities for naming areas and potential spaces on campus. Mr. Dick noted that there are many pledges to the Foundation that extend three to five years. Upcoming Foundation events include the annual Leadership Golf Outing on September 8, Scholarship Ceremony on October 1, and Distinguished Alumni Awards on November 16. The Foundation is shifting the "flavor" of the Shindig and Gala, which will be held in May before commencement. He noted that the event will likely be held on campus.

## CONSENT ITEMS

### A. Academic

1. CollegeNOW Agreement Between Highland Community College and Durand CUSD #322 for the 2023 – 2024 Academic Year (FY24)  
*Recommendation:* That the Board of Trustees approves the CollegeNOW agreement for the 2023 – 2024 (FY24) academic year for qualified students attending Durand CUSD #322.
  
2. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2023 – 2024 Academic Year  
*Recommendation:* That the Board of Trustees authorizes the College President and Board Chair to enter into dual credit agreements for the 2023 – 2024 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, River Ridge, Scales Mound, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, Hinckley-Big Rock, North Boone, Pecatonica, and Stillman Valley.
  
3. Curriculum & Instruction Committee Report  
*Recommendation:* That the Board of Trustees approves the report of the course and curriculum changes for the July 1, 2022 through June 30, 2023 period, as presented.

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

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic

1. Memorandum of Understanding Between Highland Community College and Oaksterdam University for Students Enrolled in the Introduction to Cannabis Class for the Fall 2023 Semester  
Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve the Memorandum of Understanding between Highland Community College and Oaksterdam University for students enrolled in Highland’s AGOC 134: Introduction to Cannabis class for the Fall 2023 semester. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Endress, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – Policy Manual Chapter I: Board of Trustees  
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for second reading the revised policies in Chapter I of the Policy Manual, as presented, and affirm for second reading the unchanged policies in Chapter I of the Policy Manual. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Endress, Groezinger, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 5.133: Use of Skate Equipment and Recreational Vehicles  
Mr. Boldt moved and Mr. Rhyne seconded the motion to approve for second reading revised policy 5.133, Use of Skate Equipment and Recreational Vehicles, as presented. The policy is included in Chapter V, Finance, of the policy manual. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Endress, Groezinger, Boldt, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description: Executive Assistant to the Vice President/CAO, Academic Services  
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the revised job description, as presented, for the Executive Assistant to the Vice President/CAO, Academic Services. This is a full-time, non-exempt classified position and is included in the FY24 budget. The roll call on the motion was as follows:

AYES: Kaufman, Endress, Groezinger, Boldt, Rhyne, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Student Advisor  
Mr. Rhyne moved and Ms. Kaufman seconded the motion to approve the revised job description, as presented, for Student Advisor, 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 FY24 budget. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Director, Facilities and Safety  
Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the revised job description, as presented, for the Director, Facilities and Safety, with placement remaining at range 38 on the Highland Salary Range Table. This is a full-time, administrative position and is included in the FY24 budget. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Endress, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Salary Range Placement: Executive Assistant (Non-exempt)  
Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the revised salary range placement for Executive Assistant (non-exempt) with placement at range level 26 on the Highland Salary Range Table. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Endress, Groezinger, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Appointment: Financial Aid Specialist II

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the appointment of Alejandra Villa as the full-time Financial Aid Specialist II, beginning August 7, 2023, at an FY24 salary of \$40,486, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY24 budget. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Endress, Groezinger, Boldt, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Tentative Budget for Fiscal Year 2024

Mr. Rhyne moved and Mr. Boldt seconded the motion to approve the following Resolution regarding a Tentative Budget for 2023 – 2024 and setting the public hearing date thereon for September 26, 2023.

RESOLUTION: Be it resolved that the tentative budget, as presented, for the fiscal year 2023 – 2024 be conveniently made available for public inspection after this date through September 26, 2023, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

AYES: Kaufman, Endress, Groezinger, Boldt, Rhyne, Coon  
NAYS: None

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

2. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund to Support the Adult Education Program

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$50,000 to support the Adult Education program. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues in the Auxiliary Fund

Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$50,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Endress, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Future Campus Deferred Maintenance, Repairs, or Improvements

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$50,000 to support future campus deferred maintenance, repairs, or improvements. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Endress, Groezinger, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Jo Daviess Leadership Forum and Fine Arts Musical Programs

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$51,342 to support the Jo Daviess Leadership Forum program and Fine Arts musical program. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Endress, Groezinger, Boldt, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$170,915.35 for FY23,

under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

AYES: Kaufman, Endress, Groezinger, Boldt, Rhyne, Coon  
NAYS: None

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

7. Payment of Bills and Agency Fund Report – May 2023

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the May 2023 bills, including Board Travel, amounting to \$879,057.14, Automated Clearing House (ACH) debits W0000643 amounting to \$46,062.57, Other Debits D0000121 amounting to \$22,200.00 and Electronic Refunds of \$3,235.00, with 10 adjustments of \$911.00 such warrants amounting to \$949,643.71. Transfers of funds for payroll amounted to \$669,644.91. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

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

8. Payment of Bills and Agency Fund Report – June 2023

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the June 2023 bills, including Board Travel, amounting to \$1,112,987.66, Automated Clearing House (ACH) debits W0000644 amounting to \$47,602.53, Other Debits D0000122 amounting to \$61.39, and Electronic Refunds of \$1,919.87, with 0 adjustments, such warrants amounting to \$1,162,571.45. Transfers of funds for payroll amounted to \$972,249.33. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Endress, Coon  
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 – May 2023

There was no additional report.

### Treasurer's Report: Comparison of Budget with End-of-Year Projections – June 30, 2023

Ms. Janssen reminded trustees that the FY23 budget numbers will change as the year is closed out.



Student Trustee

Ms. Coon reported that performances of *Matilda the Musical* were held recently, and Summer classes are wrapping up. Mr. Endress noted that the theatre was almost full for opening night of *Matilda*, and Ms. Kuberski stated that she believes ticket sales were strong.

Audit & Finance Committee

There was no report.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt reported that it was a special night at the Illinois Community College Trustees Association's annual meeting, as he handed out awards and people were recognized for service. Mr. Block also received an award. The annual ICCTA Executive Committee planning session will be held in a couple weeks, where the legislative agenda will be set for the year. Mr. Boldt asked that trustees let him know if they have any suggestions to take to ICCTA, and Mr. Endress suggested that legislators reconsider the Decennial Committee.

Association of Community College Trustees (ACCT)

ACCT has an opening on the national board, and last year's ICCTA president is on the slate. If elected, she would become president of ACCT in three years.

Board Chair

Mr. Endress indicated he would provide information in Closed Session.

President

Ms. Kuberski announced that work is being done on WebFOCUS so she does not have an enrollment report this month. Last week, there was a drop of students who had not made payment so there will be a decrease in enrollment.

**CLOSED SESSION**

Ms. Groezinger moved and Ms. Kaufman 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, pending litigation under exception 2-C-11, 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: Boldt, Rhyne, Kaufman, Endress, Groezinger, Coon  
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 Mr. Rhyne seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Endress, Groezinger, Boldt, Coon  
NAYS: None

At 5:08 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, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

1. President's Contract

Mr. Endress shared that there was one sentence in the President's contract, as printed, that is incorrect under Personal Leave (page 118 in the Board packet). The contract states, "The President shall be entitled to 5 personal days with pay annually. Personal days shall accrue 1.25 days per four months." Mr. Endress reported that the first sentence is accurate, but the second sentence is inaccurate. He noted that legal counsel has advised that the College does not need to repost the contract, and it can be approved, as presented, with the modification to strike out the second sentence ("Personal days shall accrue at 1.25 days per four months.") Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the President's contract, as modified. The roll call on the motion was as follows:

AYES: Kaufman, Endress, Groezinger, Boldt, Rhyne, Coon  
NAYS: None

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

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

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 2023 and Spring 2024 Semesters

Ms. Groezinger 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 will assume related to coordination of dual credit instructors teaching Agriculture courses during the Fall 2023 and Spring 2024 semesters. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Pending Litigation

No action was necessary.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

The faculty contract has been ratified by faculty, and Mr. Endress suggested that the Board hold a special meeting to act on the contract. He explained that the contract could be acted on at the August 22 regular meeting, but he believes it would be good to have it approved before Opening Days in light of the effort that has gone into it. Following discussion, it was agreed that a special meeting would be held on August 2, 2023, at 4:00 p.m., with the only agenda item being to ratify the contract. Trustees agreed it was important to have a special meeting for this purpose.

*Board Retreat Schedule*

Mr. Boldt suggested perhaps moving the Board retreats to Thursdays instead of Wednesdays, and Mr. Endress suggested this be discussed under Old Business at the August regular meeting.

**DATES OF IMPORTANCE**

Opening Days will be held on August 17 and 18, 2023. The next regular Board meeting is scheduled for August 22, 2023, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The meeting will be preceded by a meeting of the Decennial Committee at 3:00 p.m. The next quarterly Board retreat is scheduled for September 13, 2023. The September 26, 2023, regular meeting will be preceded by a budget work session at 3:00 p.m.

Mr. Endress encouraged trustees to let Ms. Grimes know their plans for the Association of Community College Trustees conference in Las Vegas.

**ADJOURNMENT**

Ms. Groezinger moved and Ms. Kaufman seconded the motion to adjourn the meeting. At 5:22 p.m., there being no further business, the Board Chairperson 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

Highland Community College

Broad of Trustees Meeting

7/25/23

Commentary: What's Going On – Work Force Development?

3-minute Public Commentary

Gerald Podraza

Dramatic decrease in enrollment has been documented. Local newspapers repeatedly list long strings of high school graduates who have received scholarships to attend out of state colleges/universities, Illinois residences who attend out of state schools that are achieving honors and dean list recognition, and local students who have recently graduated. Lists are on-going, they demonstrate not just a bleeding but hemorrhaging of the Illinois student base.

What Can be Done?

Strategy 1.

- A. Schedule a **luncheon/seminar** for philanthropists, high school counselors, and the interested public. Orient individuals to programs, curriculum, scholarships, articulation and reciprocal agreements between community colleges and Illinois 4-year colleges and universities.
- B. Hold an **all-district Career/Job Fair**. Feature **only Illinois community colleges/4-year colleges and universities** that participate formally in the Illinois **reciprocal** agreements and **articulation** contracts. Along with those representatives, liaisons with **Northwest Illinois Building Trades Council**.

Strategy 2.

- A. To compliment and build upon the two-year agriculture degree and the Hemp Certificate opportunities, develop an **Agriculture Construction Certificate Program**.
  - 1. Fold the Agriculture Construction Certificate Program into a **Pre-Apprenticeship** connected with the Northwest Illinois Building Trades Council; eventually move to full out **Apprenticeships**.
    - a. Concentrate content and skill development on basic construction practices that have application to:
      - 1. Agriculture Buildings and Structures  
(Pole Barns, Grain Bins, Storage Facilities, Hog CAFOS and ?)
      - 2. Construction Materials that apply to #1
      - 3. Computer software, Micro soft Office and software used for basic design of exterior structures and internal fundamentals (HVAC)
      - 4. **Industrial Hemp based Construction Materials**
        - 1. HempCrete
        - 2. Hemp Insulation
        - 3. Hemp wood products, boards and sheets
        - 4. Hemp Blocks