

**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 4:03 p.m. on September 26, 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, Mr. James Rhyne Jr., Ms. Mary Kaufman, and Ms. Allison Coon

The following members attended virtually: None

The following members was absent: Mr. Jim Endress, Ms. Pennie Groezinger, and Ms. Sarah Kuhlemeier

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS; Mr. Steve Mihina, Faculty; the Honorable Andrew Chesney, State Senator; Ms. Kim Scace, District Director of Legislative Affairs for Senator Andrew Chesney; 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; Dr. Brendan Dutmer, Dean, Natural Science & Mathematics; Ms. Jeniece Smith, Director, Marketing & Community Relations; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Pete Norman, Director, Athletics & Physical Education; Dr. Andy Dvorak, Retired Faculty; and, Mr. Kurt Simpson, Director, Facilities & Safety

**APPOINTMENT OF CHAIR PRO TEM**

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

AYES:           Boldt, Rhyne, Kaufman, Block, Coon  
NAYS:           None

Whereupon the Chair Pro Tem declared the motion carried.

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

No trustees requested to attend the meeting virtually.

### **APPROVAL OF AGENDA**

Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the agenda, as presented. The vote being unanimous, the Chair Pro Tem declared the motion carried.

### **PRESENTATION OF RESOLUTION BY SENATOR ANDREW CHESNEY HONORING HIGHLAND COMMUNITY COLLEGE'S 60<sup>TH</sup> ANNIVERSARY**

The Honorable Andrew Chesney read Senate Resolution 112, honoring the College's 60<sup>th</sup> anniversary. The Resolution was adopted by the Senate on May 5, 2023. Senator Chesney presented the formal Resolution to Ms. Kuberski and Mr. Block.

### **APPROVAL OF MINUTES**

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the minutes of the August 2, 2023, special meeting and the August 22, 2023, regular meeting, as presented. The vote being unanimous, the Chair Pro Tem declared the motion carried. It was noted that the minutes of the August 22, 2023, Decennial Committee meeting would be approved at the next committee meeting.

### **PUBLIC HEARING CONCERNING THE 2023-2024 BUDGET**

At 4:12 p.m., Mr. Block stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2023-2024 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Block asked if any trustees had comments regarding the 2023-2024 budget, and there were none. Mr. Block asked if the Board Secretary had received any written testimony concerning the 2023-2024 budget, and there was none. Mr. Block asked if there was any oral testimony or public comments concerning the 2023-2024 budget, and there was none. Mr. Block stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2023-2024 budget. Mr. Rhyne moved and Mr. Boldt seconded the motion to end the Public Hearing. The roll call on the motion was as follows:

AYES:           Boldt, Rhyne, Kaufman, Block, Coon  
NAYS:           None

At 4:13 p.m., the Chair Pro Tem declared the motion carried and the Public Hearing on the 2023-2024 budget ended.

### **PUBLIC COMMENTS**

There were no public comments.

Mr. Block announced that he had missed the agenda item for the approval of the 2023-2024 budget, and he would go back to that item at this time.

### **APPROVAL OF 2023-2024 BUDGET**

Mr. Boldt moved and Mr. Rhyne seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2023-2024 budget. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Block, Boldt, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried and the Resolution adopted.

### **INTRODUCTIONS**

There were no introductions.

### **BUDGET REPORT**

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

### **FOUNDATION REPORT**

Mr. Dan Dick reported that the Foundation's 27<sup>th</sup> Annual Leadership Golf Outing was held at The Freeport Club on September 8. There was a record number of hole sponsors, donors, and golfers, and he thanked trustees who gave or participated that day. Proceeds from the event support the College's Leadership Institute, Leadership Forum, and the Servant Leadership programs. Mr. Dick reported that Mr. Matt Mullen is helping build a deeper basis with the Corporate Partners and is instituting some new pieces on social media, trying to get around the district with Roary and the Corporate Partners. The next Corporate Partners touchpoint will be at the annual meeting, which will be held on November 16 and will honor the distinguished alumni. Currently, the process of selecting the new distinguished alumni has begun. Fifteen nominations were submitted, of which five will be selected and announced in the next couple weeks. Dr. Haylee (Endress) Knutti has agreed to help with Highland's Alumni Association and has identified three others to assist in reengaging and reintroducing the Alumni Association, reaching out to some past presidents of the Alumni Association. The Legacy Campaign will be in the celebratory phase over the next six to 12 months, shifting more to a public relations framework, launching a press release and more comprehensive communication to the community-at-large about the \$4.6 million that has been raised through gifts. A celebratory event will be held next May, which Mr. Dick is hoping will merge together the Gala and Shindig events. He met with the President's direct reports earlier to identify processes to highlight resource allocations needed and make sure the private funding comes alongside the College's priority needs and focuses on a few of the major College projects. Some major funding opportunities may be presenting themselves, so the Foundation is identifying potential lead donors and partners in order to have strategies in place so that as the College and trustees identify the direction to go, the Foundation has some planning in place. The scholarship reception honoring the students receiving scholarships and the donors who make it possible will be held on October 1 at 2:00 p.m. in the Student/Conference Center. Ms. Pat Dunn and Ms. Vicki Warthen have done a very good job preparing for the event.

## CONSENT ITEMS

### A. Academic

1. Articulation Agreement Between Highland Community College and Trinity College of Nursing & Health Sciences  
*Recommendation:* That the Board of Trustees approves the revised articulation agreement, as presented, between Highland Community College and Trinity College of Nursing & Health Sciences for students seeking to complete their Associate's degree from Highland and the Medical Laboratory Science (MLS) Program curriculum at Trinity.
  
2. "HCC-RU Collaboration" Memorandum of Understanding Between Rockford University and Highland Community College for Students Wishing to Pursue a Bachelor's Degree in Biology, Biochemistry, or Chemistry  
*Recommendation:* That the Highland Community College Board of Trustees approves the attached "HCC-RU Collaboration" Memorandum of Understanding, as presented, between Highland Community College (HCC) and Rockford University (RU), designed to help the College recruit excellent undergraduates who ultimately wish to earn their bachelor of arts or bachelor of science in biology, biochemistry, or chemistry degree from Rockford University.

### 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. Kaufman seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Kaufman, Block, Boldt, Rhyne, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

## MAIN MOTIONS

### A. Academic (None)

B. Administration

1. Planned Retirement Program for Full-time Administrative, Professional, and Classified Nonunion Employees

Mr. Rhyne moved and Mr. Boldt seconded the motion to approve the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2026. The roll call on the motion was as follows:

AYES: Block, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

2. Submission of District Site and Construction Master Plan

Mr. Rhyne moved and Mr. Boldt seconded the motion that the Board of Trustees authorizes the submission of an updated District Site and Construction Master Plan to the Illinois Community College Board. The roll call on the motion was as follows:

AYES: Boldt Rhyne, Kaufman, Block, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

C. Personnel

1. Appointment: Cosmetology Instructor

Ms. Kaufman moved and Mr. Rhyne seconded the motion that the Board of Trustees approves the appointment of Ms. Tasha Marini as a full-time, tenure track Cosmetology Instructor in the Business and Technology division, beginning October 2, 2023, at an FY24 salary of \$63,108 (based on VOC + 0, with 8 years' experience), pro-rated based on the appointment date, plus appropriate fringe benefits. This is a full-time faculty position and is within the FY24 budget. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Block, Boldt, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

2. Revised Job Description: Student Information Specialist

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the revised job description, as presented, for the Student Information Specialist. This is a full-time, nonexempt, classified position and is included in the FY24 budget. The roll call on the motion was as follows:

AYES: Kaufman, Block, Boldt, Rhyne, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

D. Financial

1. Acceptance of Proposal: Building “S” (Sports Center/YMCA) ADA Chair Lift Replacement Project

Ms. Kaufman moved and Mr. Rhyne seconded the motion to authorize acceptance of the proposal from Garaventa USA, Inc. of East Peoria, IL of \$49,816.00 for Building “S” (Sports Center/YMCA) ADA Chair Lift replacement using the joint Agency Fund. The roll call on the motion was as follows:

AYES: Block, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

2. Resolution Authorizing Project “Buildings ‘M’ (Marvin-Burt Liberal Arts Center) and ‘N’ (Nursing Center) Air Conditioning”

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety (PH&S) project for Buildings “M” (Marvin-Burt Liberal Arts Center) and “N” (Nursing Center) Air Conditioning in the amount of \$51,484 and approve the use of Protection, Health and Safety funds remaining from previous projects. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Block, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried and the Resolution adopted.

3. Service Provision Agreement Between Highland Community College and New Horizons Counseling Center for the Provision of Campus Based Mental Health Services

Mr. Boldt moved and Ms. Kaufman seconded the motion to approve the agreement, as presented, between Highland Community College and New Horizons Counseling Center for the provision of student mental health assessments, crisis counseling, consultation, and training at a rate of \$100.00/hour for a minimum of five hours per week and a maximum of 10 hours per week while classes are in session during the Fall and Spring semesters of FY24. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Block, Boldt, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

4. Service Agreement with Interact Communications for the Nursing and Allied Health Marketing Media Buy

Mr. Rhyne moved and Ms. Kaufman seconded the motion to approve the agreement, as presented, between Highland Community College and Interact Communications for the execution of a focused media buy for the Nursing and Allied Health division, including Facebook, TikTok, display, and Instagram advertising in the amount of \$27,400.00, including all fees and services. The campaign is scheduled to run October 2023 through May 2024. The roll call on the motion was as follows:

AYES: Kaufman, Block, Boldt, Rhyne, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

5. Service Agreement with Interact Communications for General Marketing Media Buy

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the agreement, as presented, between Highland Community College and Interact Communications for the execution of a year-round digital media advertising buy in the amount of \$79,999.30, including the following platforms: Facebook, Instagram, TikTok, display/over-the-top/geofence, and pay-per-click/search engine marketing. Interact’s media management fee, collateral development using Highland’s imagery, and reporting services are included in the agreement total. The media buy will extend from October 2023 through September 2024. The roll call on the motion was as follows:

AYES: Block, Boldt, Rhyne, Kaufman, Coon  
NAYS: None

Whereupon the Chair Pro Tem declared the motion carried.

6. Payment of Bills and Agency Fund Report – August 2023

Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the August 2023 bills, including Board Travel, amounting to \$1,143,251.20 and Electronic Refunds of \$8,356.23, with 5 adjustments of \$3,684.71, such warrants amounting to \$1,147,922.72. Transfers of funds for payroll amounted to \$615,183.80. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Block, Coon  
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

Ms. Coon reported that Student Senate held their elections, and there are a lot of new senators. T-shirts will be given away at a volleyball game in October to get more students involved in coming to sporting events. Some students have indicated that they cannot always get to daytime activities due to classes or work, so Student Senate is thinking about having an activity at night. Student Senate voted on two new clubs: a Dungeons and Dragons club and a club to support the international students. Women+ in Science Club did experiments in their meeting and are thinking about doing something involving children in the local community, perhaps with Jones-Farrar students or a middle school. They are also having a guest speaker in October for Breast Cancer Awareness Month and are encouraging people to attend.

### Audit and Finance Committee

The Audit and Finance Committee will meet in October.

### Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt was unable to attend the September ICCTA meeting but ICCTA will meet during the conference in Las Vegas. Ms. Kaufman reported that she and Ms. Kuberski, Mr. Jim Endress, and others attended the ICCTA Northwest Region meeting at Kishwaukee, which included a tour of the facility. They also talked about the Decennial Committee, what is on the horizon, challenges other colleges are seeing, and how to overcome those challenges.

### Association of Community College Trustees (ACCT)

Preparations are being made for the ACCT Annual Leadership Congress. Those who attend will meet for breakfast each morning of the conference to divide up the sessions and make sure the participants are covering as many topics as possible.

### Board Chair

There was no report.

### President

The College was asked to offer a letter of support for the City of Freeport's Safe Routes to Schools grant application, which will impact the route to Jones-Farrar. There are improvements that would help the safety of students, and the letter of support has been submitted. Last week we received notice from the Illinois Community College Board (ICCB) that we are in the recognition cycle. A recognition report is done every five years, and this one is due December 22, 2023. The President's direct reports discussed the process, and a kick-off meeting is scheduled in the next week with the individuals involved. There are four components to the report: academics, student services, finances, and institutional research. Mr. Sam Agdasi will serve as the facilitator for assimilating and submitting the report, with Ms. Kuberski "walking beside him" as he learns. Mr. Agdasi has set November 15 as an internal deadline to get everything to him. This report is similar to a mini accreditation review, so we are well poised to pull from our 2021 accreditation report for this report. In addition, Ms. Rhonda Perry is retiring at the end of November, so she will be able to help



Mr. Agdasi with this, and Ms. Perry's replacement will also be part of the process. Ms. Kuberski shared some important information regarding 10<sup>th</sup> day enrollment. The College was up 15 percent in head count and 9.4 percent in credit hours. There are 185 more students this Fall than last, with increases in all ages, races, ethnic groups, and student types. The College went from 40 CollegeNOW students last Fall to 60 this Fall. Early Childhood Education had a 115 percent increase since last Fall, and Business courses had a 50 percent increase. This shows that the College is seeing an increase across the board, which is reflective of an all-campus effort, not indicative of just one program or area. The increase is also seen in the areas where attention was targeted, such as Business Administration, which dates back to the Stamats information. This Fall, there are 34 international students on campus representing 13 countries, which is also reflected in our growth. Flags representing the countries of the international students are displayed in building "M," and the flags of international students in Adult Ed are displayed in building "R." Nursing enrollment is much stronger this Fall than last Fall, with 13 students, up from five last Fall, with another two students joining the program in the Spring. Highland is exploring the Strengthening Community Colleges Training grant, which was brought to the College's attention by the Illinois Community College Board. ICCB believes the strongest proposal will be from the northern part of the state, because both the southern and central parts of the state received funding recently. The College has not made a final commitment but all indicators are that Highland will be part of an application that will also include Rock Valley College, McHenry County College, and College of Lake County. This will focus on manufacturing, and Highland would be a subcontractor and receive between \$250,000 to \$350,000 for each of four years. The College received word recently that the funding has been approved and allocated for the \$300,000 mobile medical lab. Ms. Janssen has been meeting with Dr. Stephanie Eymann regarding the bidding process, and the Board will need to approve the bid at some point in the future. It is hoped that the unit will be ready for Spring.

### **CLOSED SESSION**

Ms. Kaufman moved and Mr. Boldt seconded the motion to move into Closed Session for the purpose 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, 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:	Rhyne, Kaufman, Block, Boldt, Coon
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 4:54 p.m., the Chair Pro Tem 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: Kaufman, Block, Boldt, Rhyne, Coon  
NAYS: None

At 4:59 p.m., the Chair Pro Tem declared the motion carried and the Closed Session ended.

### **ACTION, IF NECESSARY**

No action was necessary following Closed Session.

### **OLD BUSINESS**

#### *Feasibility Study Update*

Ms. Kuberski reminded trustees that at the September retreat, there was a summary of four key items that would need to happen to keep the feasibility study and questions about what we do with the facility proposals moving. One key item is the partnership with the YMCA, and the first partnership meeting was held, where the pros and cons or strengths and opportunities of a partnership were listed. The group is thinking about what the two entities want the partnership to look like in the future and will write a contract that reflects that. The group heard from the YMCA that they would like to maintain the partnership as long as the group does not get to a crossroads where it is not in the YMCA's best interest anymore. Another key item was visits to other athletic facilities, and Ms. Gerber and Mr. Pete Norman have identified dates to visit other facilities and are working to get those dates out. Ms. Gerber and Ms. Jeniece Smith are fine tuning the talking points, and Ms. Grimes will send those out in the near future. The other key item was setting up meetings or getting a pulse on key stakeholders or key influencers. These meetings will be individually designed based on who the key stakeholders and influencers are. This topic will remain an Old Business item on each Board agenda as the group works toward the December goal.

### **NEW BUSINESS**

#### *Illinois Community College Board Recognition Report*

Ms. Kuberski reported that, as a part of the upcoming ICCB Recognition, the Board must submit a letter to ICCB requesting continued recognition with no constraints. It is Ms. Kuberski's understanding that the Board authorizes the Board Chair to sign the letter. An action item authorizing the Board Chair to sign the letter will be presented for approval at a future Board meeting.

### **DATES OF IMPORTANCE**

The Board's Audit & Finance Committee will meet at 3:00 p.m. on Tuesday, October 24, with the regular meeting following at 4:00 p.m. The next meeting of the Decennial Committee is scheduled for Tuesday, November 28, at 3:00 p.m., with the regular November meeting held at 4:00 p.m. The next quarterly Board retreat is scheduled for Thursday, December 14, at 11:00 a.m. All meetings will be held in the Robert J. Rimington Board room (H-228).

**ADJOURNMENT**

Ms. Kaufman moved and Mr. Rhyne seconded the motion to adjourn the meeting. At 5:05 p.m., the vote being unanimous and 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