

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, Board Chair, at 4:01 p.m. on October 24, 2023, in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were physically present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger, Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier (departed 5:00 p.m.), Ms. Mary Kaufman, and Ms. Allison Coon

The following members attended virtually: None

The following member was absent: Mr. Shawn Boldt

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. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Tasha Marini, Cosmetology Instructor; Mr. Jeremy Bradt, Director, Enrollment & Records; Ms. Jeniece Smith, Director, Marketing & Community Relations; Mr. Dan Dick, Executive Director, HCC Foundation; Dr. Andy Dvorak, Retired Faculty; Ms. Sara McKenna, Wipfli LLP; and Mr. Aaron Shum, Wipfli LLP

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

No trustees requested to attend the meeting virtually.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Ms. Groezinger seconded the motion to approve the minutes of the September 13, 2023, Board retreat and the September 26, 2023, budget work session and regular meeting, as presented. The vote being unanimous, the Chairperson declared the motion carried.

Before moving on, Mr. Endress circulated a plaque that was given to the Steve Switzer family. With the recent passing of Mr. Switzer, the plaque has been returned to Mr. Endress to be relocated on

campus. Mr. Endress read a letter that accompanied the plaque, noting that there were also three pages of family history included.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Scott Anderson introduced Ms. Tasha Marini, new full-time Cosmetology Instructor.

AUDIT REPORT

Ms. Jill Janssen introduced Ms. Sara McKenna and Mr. Aaron Shum of Wipfli. Ms. McKenna provided highlights of the audit, noting that the firm issued four opinions, which were all clean “unmodified” opinions. Also included in the audit was an audit of student financial aid and TRIO funds, and there were no compliance issues noted. She reported that there was \$1.9 million paid on the principal for long-term debt, and a decrease of \$5.7 million in net OPEB (other post-employment benefits), to which the State also contributed funds. Federal grants decreased \$3.8 million. The College’s top revenue sources are property taxes, tuition, and federal grants, and the top three expenses are instruction, institutional support, and operations and maintenance. Credit hours are on a downward path, down 2,200 from 2022 – 2023. Property taxes continue to go up, while the tax rate continues to remain fairly flat. Ms. McKenna noted that she met with the Audit and Finance Committee prior to the regular meeting and went into more depth on the audit. Ms. Groezinger asked if, when benchmarked with other community colleges, does Highland mirror the same top three expenses, and Ms. McKenna noted that they have not compared this to other community colleges. Other community colleges may have other projects going on, but instruction is almost always the top expense, and property taxes are almost always the number one revenue source. Ms. Kaufman asked about credit hours, and Ms. McKenna noted that, for the most part, the College’s credit hours look very similar, with most community colleges having been on a downward trend but now increasing.

BUDGET REPORT

Ms. Janssen reported that a Truth in Taxation notice will be published in the newspapers the week of November 6th in keeping with the timeframe and format required by the State. At the November 28th regular meeting, there will be a public hearing on the tax levy. She noted that the tax levies must be filed with the county clerks in December. The tax levy is approved at the November regular meeting since the Board does not have a December regular meeting. The Truth in Taxation process must be followed because the increase in the amount levied as compared to the amount received from the prior tax levy will be more than five percent due to the expected increase in property tax values in tax year 2023, which in at least some counties, could be as much as 15 percent based on initial discussions with and reports from the county assessors. The College needs to levy at a level that captures the increase in property values or it would receive less than it could have.

FOUNDATION REPORT

Mr. Dan Dick reported that the Scholarship Awards brunch and ceremony were held earlier this month, and he thanked Ms. Kuberski for attending the event and providing a scholarship. He is looking at next year's event to see how the Foundation could have more students engaged. He attended the Illinois Community College Foundation Executives Meeting on October 20 at Oakton College, with a major focus on ensuring scholarships are meeting the standards of the supreme court affirmative action decision. The Foundation will continue to meet the mission of supporting students while ensuring the scholarship preferences are met. The Foundation board is looking at policies and practices, as well as reviewing the memorandum of understanding. Mr. Matt Mullen is focused on "Companies Who Care," visiting many of the corporate partners. Ms. Susie Dvorak and the Admissions team have been helpful in this endeavor. Mr. Dick and Mr. Pete Norman are working well together on other potential major donors, and the relationship between the Foundation and Athletics is currently very strong. Discussions focused on Ag continue as a result of a major gift from the Steve Switzer estate. Mr. Switzer and family were strong donors, and Mr. Dick credited Mr. Jim Setterstrom, former Ag instructor, with making the initial connection with the Switzers. Mr. Dick also reported that he and Ms. Kuberski have had initial discussions on the concept of an endowed faculty chair. The Foundation annual meeting and Distinguished Alumni Celebration is scheduled for November 16. Complimentary hors d'oeuvres will be served at 5:00 p.m., with the business meeting being held prior. The Distinguished Alumni Celebration will begin at 6:00 p.m. This year's Distinguished Alumni who will be recognized include Mr. Terry Camplain, Mr. Drew Groezinger, Mr. Benjamin Huber, Mr. Steve Kenneke, and Ms. Kristin Rademaker. Mr. Dick reminded trustees of the Welding Lab ribbon-cutting on December 14, and the Foundation's Legacy Gala on May 11, which will be held on the Highland campus.

CONSENT ITEMS

- A. Academic (None)
- B. Administration
 - 1. Request for Illinois Community College Board (ICCB) Status of "Recognition Continued"
Recommendation: That the Board of Trustees requests the Illinois Community College Board (ICCB) to assign a Status of "Recognition Continued" to District #519.
- 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 Ms. Groezinger seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Rhyne, Kuhlemeier, Kaufman, Block, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. First Reading – New Policy 3.30: Transcript and Diploma Non-withholding
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for first reading new policy 3.30, Transcript and Diploma Non-withholding, for inclusion in Chapter III, Student, of the policy manual. The roll call on the motion was as follows:

AYES: Groezinger, Rhyne, Kuhlemeier, Kaufman, Block, Endress, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel
Mr. Block moved and Ms. Kaufman seconded the motion to approve for first reading the new and revised policies in Chapter IV of the Policy Manual, as presented, and affirm for first reading the unchanged policies in Chapter IV of the Policy Manual. The roll call on the motion was as follows:

AYES: Rhyne, Kuhlemeier, Kaufman, Block, Endress, Groezinger, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description/Job Title: Coordinator, Multimedia Content
Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the revised job description and job title for the Coordinator, Multimedia Content, as presented, with placement at range 31 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: Kuhlemeier, Kaufman, Block, Endress, Groezinger, Rhyne,
Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of FY23 Annual Audit

Ms. Kuhlemeier moved and Mr. Block seconded the motion that the Highland Community College Board accepts the annual audit for FY23. The roll call on the motion was as follows:

AYES: Kaufman, Block, Endress, Groezinger, Rhyne, Kuhlemeier,
Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Resolution Authorizing Project “Asbestos Containing Flooring Abatement” in Building “T” (Dorothy and RC Clock Technology Center)

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the Resolution, as presented, authorizing a Protection, Health, and Safety Project for asbestos containing flooring abatement in Building “T” (Dorothy and RC Clock Technology Center) rooms T-135, T-149, and T-150 and approve the use of Protection, Health, and Safety funds remaining from previous projects to fund the project. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Rhyne, Kuhlemeier, Kaufman,
Coon
NAYS: None

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

3. Software License Agreement Between Highland Community College and Mass Interact for Production of a Virtual Campus Tour

Mr. Block moved and Ms. Kaufman seconded the motion to approve the software license agreement, as presented, between Highland Community College and Mass Interact in the amount of \$25,000.00 for the production of a virtual campus tour. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Rhyne, Kuhlemeier, Kaufman, Block,
Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Payment of Bills and Agency Fund Report – September 2023

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2023 bills, including Board travel, amounting to \$923,697.60, Automated Clearing House (ACH) debits W0000646 through W0000647 amounting to \$65,616.16, and Electronic Refunds of \$54,963.86, with 9 adjustments of \$6,181.80, such warrants amounting to \$1,038,095.82. Transfers of funds for payroll amounted to \$664,443.26. The roll call on the motion was as follows:

AYES: Groezinger, Rhyne, Kuhlemeier, Kaufman, Block, 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

There was no additional report.

Student Trustee

Ms. Coon reported that registration for Spring semester has begun. The Women+ in Science Club hosted two speakers for Breast Cancer Awareness Month, and there were two interviews with local news stations as a result. Other recent events include the Northwest Illinois College Fair and Midway Through Midterms. Upcoming events include trick or treating with children from Jones-Farrar, a Halloween costume contest at the baseball scrimmage, and a volleyball game tonight to help support breast cancer awareness. They are also working on Roary's Rager, and Appetizers with Administrators. The Phi Theta Kappa induction will be held tonight. Ms. Coon completed her report by announcing that she is one of the College's brand ambassadors, and there was recently a photo shoot.

Audit and Finance Committee

Mr. Endress served as Chair Pro Tem for the Audit and Finance Committee meeting earlier today, where time was spent with the auditors. The College received a clean opinion, and overall the auditors were very complimentary of the financial structure and how Ms. Janssen's staff worked with them.

Illinois Community College Trustees Association (ICCTA) Representative

There was no report.

Association of Community College Trustees (ACCT)

Mr. Endress noted that reports by those who attended the recent ACCT Annual Leadership Congress will be presented at the December Board retreat. Ms. Groezinger reported that the recent meeting of ACCT's Diversity, Equity, and Inclusion Committee focused on affirmative action and making sure

that even though the foundations are separate from the institutions, colleges need to really pay attention to what is going on in the structure so that they are respectful of all.

Board Chair

Mr. Endress reported that there is a State statute that requires the audit firm to communicate with the Board chair, and he received a letter from Wipfli that included a copy of the audit agreement. Agriculture Instructor Mr. Justin Ebert invited Mr. Endress and Mr. Block to meet at the farm site to provide input on where the proposed farm building should be located. Mr. Endress apologized for not being able to attend the September Board meeting and noted that he will try to be available henceforth.

President

Ms. Kuberski announced that 32 of the 34 Nursing students who graduated passed their NCLEX on the first attempt, which is 93.7 percent. Kudos to the Nursing faculty and division. This is good news for the program. Ms. Kuberski will work with Ms. Jeniece Smith, Director of Marketing & Community Relations, to get the information out after the formal report is received. Ms. Kuberski noted that an 80 percent pass rate is required to get off remediation. Mr. Endress reported that Ms. Abby Endress, former Student Trustee, has passed the bar exam. Mr. Block asked when the NCCBP (National Community College Benchmark Project) report will be complete and the College receive the report, and Ms. Gerber will check with Dr. Misty Thruman (Director of Institutional Research). Mr. Sam Agdasi's administrative report emphasized the importance of data, which was also emphasized at the ACCT conference. Making decisions based on sound data was one of the main topics at the conference.

CLOSED SESSION

Mr. Block moved and Mr. Rhyne 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 under Open Meetings Act 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: Rhyne, Kuhlemeier, Kaufman, Block, 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 4:55 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:23 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal
Specific Employees of the Public Body or Legal Counsel for the Public Body

1. Appointment: Coordinator, Multimedia Content

Ms. Groezinger moved and Ms. Kaufman seconded the motion that the Board of Trustees approves the appointment of Ms. Kevyn-Ann Sutter as full-time Coordinator, Multimedia Content, beginning November 13, 2023, at an FY24 salary of \$52,420, 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: Kaufman, Block, Endress, Groezinger, Rhyne, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Feasibility Study Update

Ms. Kuberski provided an update on the four main items related to the feasibility study. Conversations continue with the YMCA, and a meeting was held last week where the College and the YMCA were charged with coming back to the next meeting with what spaces each entity would want to be exclusive, shared, etc. Between now and the next meeting, Ms. Janssen will meet with Mr. Rich Haight, CEO of the YMCA, as well as their CFO to talk about how their membership fees are structured and what drives their revenue. Ms. Kuberski reviewed the feasibility study talking points, and Ms. Grimes will send the information to trustees for review after today's meeting. Trustees were asked to let Ms. Kuberski know of any feedback or concerns. Mr. Pete Norman scheduled two trips to see other facilities, and Mr. Block, Mr. Rhyne, Ms. Kuberski, and Mr. Norman toured athletic facilities at Elgin Community College, Rock Valley College, and Hononegah High School. They heard a lot about what the entities like and do not like about their facilities. Another trip is scheduled to look at facilities at Joliet Junior College, Waubensee Community College, and Moraine Valley Community College, and this will be discussed at the December Board retreat. Mr. Dick is working with Mr. Norman to identify donors who were not part of the Legacy Campaign but support athletics. Mr. Endress suggested that if another athletic facility tour option comes up, he would be interested. Ms. Gerber is trying to schedule one or two trips, and she will let Ms. Grimes know when the trips are scheduled.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next regular Board meeting is scheduled for November 28, 2023, at 4:00 p.m. Mr. Endress noted that there needs to be a quorum for the meeting due to approval of the tax levy. The Decennial Committee will meet at 3:00 p.m., prior to the regular meeting. The next quarterly Board retreat is scheduled for December 14, 2023, at 11:00 a.m. and will be preceded by the Welding Lab ribbon-cutting. All Board meetings will be held in the Robert J. Rimington Board room (H-228).

ADJOURNMENT

Ms. Kaufman moved and Mr. Groezinger seconded the motion to adjourn the meeting. At 5:37 p.m., the vote being unanimous and 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