

Highland Community College
Board Retreat
December 14, 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 11:03 a.m.

Members Physically Present: Mr. Doug Block, Mr. Jim Endress, Mr. Shawn Boldt, Mr. James Rhyne (departed 3:55 p.m.), Ms. Sarah Kuhlemeier, and Ms. Allison Coon

Members Virtually Present: None

Members Absent: Ms. Pennie Groezinger, and Ms. Mary Kaufman

Others Physically Present: Ms. Chris Kuberski, President; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Mr. Pete Fink, Director, ITS; Mr. Justin Ebert, Faculty; Ms. Monica Pierce, Faculty; Mr. Tim Zollinger, Attorney; Ms. Karen Brown, Director, Human Resources; Mr. Sam Agdasi, Vice President/CAO, Academic Services; Mr. Mark Durein, Friend of Mr. Sam Agdasi; 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. Alex Jansen, Technical Coordinator, Fine Arts/Theatre Technical Director; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Jeniece Smith, Director, Marketing & Community Relations; Ms. Juliet Moderow, Faculty; Ms. Karen Brown, Director, Human Resources; Ms. Kevyn-Ann Sutter, Coordinator, Multimedia Content; Ms. Monica Pierce, Faculty; Mr. Pete Norman, Director, Athletics and Physical Education; and, Dr. Andy Dvorak, Retired Faculty

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

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

APPROVAL OF AGENDA

Mr. Boldt moved and Mr. Block seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Endress noted that it was great to have people in the Board room. Ms. Kuberski thanked those who attended the Welding Lab ribbon-cutting earlier this morning.

VISION FOR AGRICULTURE DEPARTMENT

Mr. Justin Ebert and Ms. Monica Pierce provided an overview of their vision for the Ag department. Ms. Kuberski noted that when talking about reimagine, it dovetails with what Mr. Ebert and Ms. Pierce are doing with Ag. Money has become available to help with reimagine efforts, and the Foundation is putting in an irrigation system on the Foundation's property, making Highland the first community college to have that. Mr. Ebert and Ms. Pierce have put the Ag program on the front line.

Mr. Ebert reviewed the directives that the late Mr. Del Scheider, founding Highland trustee and former Foundation board member, gave in 2015, which included that agriculture should be a major part of the HCC curriculum; creating the Northwest Illinois Agriculture Research Center; securing land adjacent to the College for test plots and building; erecting a building that would include research labs, two classrooms with a divided wall, a greenhouse, offices, house drones, and be available to all Highland staff, Extension Offices, Farm Bureau, and other local agriculture entities; and, that all profits be directed to the Agriculture department. Currently, there are 55 tillable acres, which are owned by the Foundation, all of which are currently farmed by the College, with the students running the farm. Almost 700 students were on campus this Fall for various events. Mr. Ebert discussed plans to build a facility large enough to store equipment, with space for events such as the Farm to Table and Plot Day. The building would include restrooms, office space, a control room, and classroom. The next phase is the subsurface irrigation project. He suggested that the Northwest Illinois Agriculture Research Center be located to the north of the agriculture greenhouse, and building E could be repurposed for a veterinary technician program. Mr. Ebert concluded his report by noting that in order to build the Northwest Illinois Agriculture Research Center, the College needs to increase agriculture faculty, complete the building for the Agriculture Research Center, expand the agricultural footprint on campus with the agriculture facilities that provide the needed educational spaces, including laboratory and greenhouse space, and work to build partnerships with other agriculture community organizations.

DIVISION FOCUS: BUSINESS, TECHNOLOGY, AND COMMUNITY PROGRAMS

Mr. Scott Anderson provided an overview of the division, including degrees and certificates. Highlights of his report include that Ag dual credit is in 17 high schools; Cosmetology has a 99 percent pass rate; the Nail Technician program is the only one in the region and he hopes that it will be expanded; and, a Department of Labor grant would bring in \$1,080,000 to the College (\$270,000 per year for four years) for Manufacturing. The Spring 2023 retention rate for students in Business and Technology was 93 percent, while 87 percent of the students completed the class successfully with an A, B, or C out of all the students who attempted the class. Ninety-three percent of students completed the class successfully

out of those who completed the class and did not withdraw. Retention rate by instructor ranged from 88 to 100 percent. Mr. Anderson concluded his presentation by sharing a letter from a Thomson Prison cohort student regarding the impact the program had on him personally.

At 12:31 p.m., the Chairperson declared a recess; the meeting resumed at 1:01 p.m.

CLOSED SESSION

Mr. Block 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, the semi-annual review of all Closed Session minutes and tapes under Open Meetings Act exception 2-C-21, and to return to Open Session for possible action. The roll call on the motion was as follows:

AYES: Endress, Boldt, Rhyne, Kuhlemeier, Block, 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 1:04 p.m., the Chairperson declared the meeting in Closed Session.

Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kuhlemeier, Block, Endress, Coon
NAYS: None

At 3:21 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ADMINISTRATIVE UPDATES

Budget Update

This is the time of year that Ms. Janssen updates the Resource Allocation and Management Plan (RAMP). The report includes a lot of projections and historical information. Ms. Janssen is not recommending an increase in tuition for Fall 2024, but is recommending an increase in the technology fee from \$25 to \$28 per credit hour and the activity fee from \$18 to \$25 per credit hour. She noted that during the strategic planning process, feedback was received that community members consider the College to be affordable. Ms. Janssen reviewed a chart showing the cost of attendance, which takes into account items such as variable tuition, books, the cost of living, etc., and she noted that Highland's cost of attendance is low according to this indicator.

Course and Miscellaneous Fees

At this time, there are no proposed course fee changes for Fall 2024.

MAIN MOTIONS

A. Course and Miscellaneous Fee Changes for Fall 2024

Ms. Kuhlemeier moved and Mr. Block seconded the motion to approve the following course and miscellaneous fee changes beginning with the Fall 2024 semester:

Proposed Fee Changes for Fall 2024

Type	Current	Proposed
Activity Fee	\$18/credit hour	\$25/credit hour
Technology Fee	\$25/credit hour	\$28/credit hour

Proposed Course Fee Changes for Fall 2024

None submitted

The roll call on the motion was as follows:

AYES: Rhyne, Kuhlemeier, Block, Endress, Boldt, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Second Reading – Revised Policy 4.16: Leave, Personal Days

Mr. Block moved and Mr. Rhyne seconded the motion to approve for second reading revised policy 4.16, Leave, Personal Days, as presented. The policy is included in Chapter IV, Personnel, of the policy manual. The roll call on the motion was as follows:

AYES: Kuhlemeier, Block, Endress, Boldt, Rhyne, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

ACTION, IF NECESSARY

B. Semiannual Review of Closed Session Minutes and Audio Recordings

Mr. Boldt moved and Mr. Rhyne seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It was further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: January 25, 2022; February 23, 2022; March 9, 2022; March 22, 2022; April 26, 2022; May 24, 2022; and, June 8, 2022. The roll call on the motion was as follows:

AYES: Block, Endress, Boldt, Rhyne, Kuhlemeier, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

Electronics in Board Meetings

Mr. Block stated that there was a situation in the Quad Cities regarding electronics in board meetings, and he reminded trustees that all electronic devices in the Board room are subject to the Freedom of Information Act (FOIA).

OLD BUSINESS

Feasibility Study Update

Ms. Kuberski provided an update on the feasibility study. The group met at the end of November and agreed that the first meeting in December would be tabled to give Mr. Rich Haight, Ms. Dawn Reed, and Mr. Neal Richardson time to meet with Ms. Janssen about the budget scenarios, and this will be the crux of what is brought back to the Board in January. The next task force meeting is December 19 to make sure everyone understands the budget and cost sharing. The administrative team is meeting in early January before the January 10 special meeting. Scenarios will be presented to trustees at the January 10 meeting so that a recommendation can be made in March. Revised talking points will be sent to trustees. Two field trips to other athletic facilities have been completed, which have been helpful to get a better understanding. Ms. Kuberski explained that the organizations visited rent out the facilities and do not have memberships. Mr. Dan Dick and Mr. Pete Norman are working on identifying potential donors and making cautious progress. More detailed information will be presented at the January 10, 2024, special meeting.

NEW BUSINESS

May Regular Board Meeting Date

Following discussion, it was agreed that the May regular Board meeting date will be moved up one week to May 21, 2024.

CLOSED SESSION

Mr. Block moved and Ms. Kuhlemeier 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 and to return to Open Session for possible action. The roll call on the motion was as follows:

AYES: Endress, Boldt, Rhyne, Kuhlemeier, Block, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

At 3:43 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Boldt, Kuhlemeier, Block, Endress, Coon
NAYS: None

At 4:01 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
1. Consideration and Possible Action to Approve Recommendation of College President to Terminate Employee
Mr. Endress reported that no action was necessary.

ADJOURNMENT

Mr. Block moved and Mr. Boldt seconded the motion to adjourn the meeting. At 4:02 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