

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, originally scheduled for January 23, 2024, was called to order by Mr. Jim Endress, Board Chair, at 4:32 p.m. on January 30, 2024, 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. Shawn Boldt, Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, Ms. Mary Kaufman (arrived 4:38 p.m.), and Ms. Allison Coon

The following members attended virtually: None

The following members were 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. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Karen Brown, Director, Human Resources; Ms. Jeniece Smith, Director, Marketing & Community Relations; Dr. Brendan Dutmer, Dean, Natural Science & Mathematics; Ms. Jodi Rogers, Office Coordinator, Athletics; Mr. Jeremy Bradt, Director, Enrollment & Records; and, Dr. Andy Dvorak, Retired Faculty

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

No trustees requested 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.

MOMENT OF SILENCE IN MEMORY OF FORMER TRUSTEE SYLVIA “SUE” GORMAN

Mr. Endress requested a moment of silence in memory of former trustee Ms. Sylvia “Sue” Gorman, who served on the Board of Trustees from 1979 to 1981.

APPROVAL OF MINUTES

Mr. Block moved and Ms. Groezinger seconded the motion to approve the minutes of the November 28, 2023, regular meeting, and the December 14, 2023, Board retreat, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Jill Janssen reminded trustees that typically at the January regular Board meeting there is a recommendation for a tuition increase, but as part of the discussion about raising fees, it was agreed that there would not be a recommendation to increase tuition at this time. She also noted that the front section of the Resource Allocation and Management Plan (RAMP) document was sent to trustees. The second half of the document will include information from employees' campus needs, which are due to her in mid-February.

FOUNDATION REPORT

Mr. Dan Dick reported that there has been great cultivation and philanthropic outreach through the Foundation's Corporate Partners and Companies Who Care, and the Foundation also held successful Scholarship and Distinguished Alumni ceremonies. The year-end giving initiative was one of the strongest. He credited the partnership with Ms. Kuberski and the work of Mr. Matt Mullen in launching the Founders' Circle, with giving levels of \$250, \$500, or \$750. The first Founders' Circle event will be held on Friday, February 23, at Generations Brewing Company by invitation only. So far, the Foundation has received over 20 RSVPs for the event. Trustees were asked to let Ms. Grimes know if they plan to attend. The Foundation's strategic plan is underway, a first in recent history. The sub-irrigation system Phase 1 is complete on the land owned by the Foundation, and the Foundation board has given approval for Phases 2, 3, and 4. This is a major opportunity that has been made possible in conjunction with the funds received from the Switzer estate. Mr. Dick ended his presentation by noting several important dates, including the Foundation Day of Giving on April 9, the Legacy celebration on May 11, which will be held on campus; and the 28th annual Leadership Golf Outing on September 6.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Aquin Schools, Dakota CUSD #201, Durand CUSD #322, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, Stockton CUSD #206, Warren CUSD #205, and West Carroll CUSD #314 for the 2024-2025 Academic Year (FY25)

Recommendation: That the Board of Trustees approves the CollegeNOW agreements, as presented, for the 2024-2025 (FY25) academic year for qualified students attending Aquin Schools, Dakota CUSD #201, Durand CUSD #322, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, Stockton CUSD #206, Warren CUSD #205, and West Carroll CUSD #314.

2. Transfer Institution Agreement Between Western Governors University and Highland Community College

Recommendation: That the Board of Trustees approves the Transfer Institution Agreement, as presented, between Western Governors University (WGU) and Highland Community College to provide Highland's graduates and employees with flexible, personalized learning pathways to higher education and professional development (degrees, certificates, and credentials) through WGU's innovative online university and applicable WGU affiliates.

B. Administration

1. Board Meeting Schedule

Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m., with the exceptions of the May 2024 and October 2024 meetings, which will be held on the third Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2025: January 23, 2024; February 27, 2024; March 26, 2024; April 23, 2024; May 21, 2024 – third Tuesday; June – no regular meeting; July 23, 2024; August 27, 2024; September 24, 2024; October 15, 2024 – third Tuesday; November 26, 2024; December – no regular meeting; January 28, 2025; February 25, 2025; March 25, 2025; and, April 22, 2025

C. Personnel

1. Seniority Lists

Recommendation: That the Board of Trustees approves the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render.

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel (None)

D. Financial

1. Payment of Bills and Agency Fund Report – November 2023

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2023 bills, including Board travel, amounting to \$1,570,521.69, Automated Clearing House (ACH) debits W0000649 amounting to \$45,259.45, Other Debits D0000124 amounting to \$17,800.00, and Electronic Refunds of \$332,996.69, with 3 adjustments of \$2,790.83, such warrants amounting to \$1,963,787.00. Transfers of funds for payroll amounted to \$712,695.52. The roll call on the motion was as follows:

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

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

2. Payment of Bills and Agency Fund Report – December 2023

Ms. Kaufman 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 December 2023 bills, including Board travel, amounting to \$1,203,968.88, Automated Clearing House (ACH) debits W0000650 amounting to \$37,718.30, Other Debits D0000125 amounting to \$45.17, and Electronic Refunds of

\$15,391.09, such warrants amounting to \$1,257,123.44. Transfers of funds for payroll amounted to \$1,056,355.60. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kuhlemeier, Kaufman, Block, Endress,
Groezinger, 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 classes have begun and advisors were offering walk-in hours. A Fun Fair was held with carnival games, and Winterfest is going on this week. Student Senate is considering having office hours, and Student Senate members may be required to be there. Student Senate also discussed the possibility of a new athletic center, and they would like more of a common area, a place to hang out, and a rock wall.

Audit and Finance Committee

There was no report.

Illinois Community College Trustees Association (ICCTA) Representative

There was no report.

Association of Community College Trustees (ACCT)

There was no report.

Board Chair

Mr. Endress made remarks at Opening Days, and the event went great. Last week, Mr. Endress was part of the One Highland LEADS class on the history of servant leadership at Highland, which was very informative. Mr. Dan Dick led the program and included opportunities for people to get to know each other, which was helpful to Mr. Endress.

President

In November, the Illinois Community College Board (ICCB) Recognition Report was assigned to Mr. Jim Phillips, and Ms. Kuberski showed trustees the large document, noting that it is our key compliance report for ICCB. The Deans, Ms. Gerber, Admissions & Records, Institutional Research, and Finance all submitted information for the report, and Ms. Kuberski commended Mr. Phillips for pulling it together when it was not originally assigned to him. She thanked him publicly for facilitating, coordinating, and submitting the report ahead of the due date, and also thanked all who collaborated on the report. Ms. Kuberski announced that on December 22, 2023, the College received notification that the Department of Education grant (in collaboration with Northern Illinois University and the Regional Office of Education) was awarded and funding is in the process of being released. The grant will provide career pathways for dual credit students, to then come to Highland

and then to Northern Illinois University. There is also funding to support a success coach, career pathways coach, and a DEI component. The grant will provide \$200,000 per year to the College for four years. Ms. Kuberski will be meeting with representatives from NIU and the Regional office of Education regarding the grant. ICCB also had a grant opportunity, Access and Equity in Dual Credit, and the Deans and Ms. Janssen worked with Ms. Kuberski on submitting the grant last Friday. If funded, the grant will provide \$150,000 for one year to offer the gen. ed. curriculum in the western part of the district. Ms. Kuberski met with the superintendents of Galena, River Ridge, East Dubuque, and Scales Mound school districts to discuss the opportunity and received letters of support from the superintendents at Galena and East Dubuque. The grant would expand offerings related to math and science. The College should hear if the grant was funded in March. Ms. Groezinger thanked Ms. Kuberski and the team for the work they are doing, and Mr. Endress expressed his appreciation to Mr. Phillips.

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; 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, Boldt, 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 5:01 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: Kuhlemeier, Kaufman, Block, Endress, Groezinger, Boldt, Rhyne, Coon
NAYS: None

At 5:30 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. Acceptance of Resignation: Vice President/Chief Academic Officer (CAO),
Academic Services

Ms. Kuhlemeier moved and Mr. Block seconded the motion that the Board of Trustees accepts the resignation of Mr. Sam Agdasi, Vice President/Chief Academic Officer (CAO), Academic Services, effective February 1, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Interim Vice President/Chief Academic Officer (CAO), Academic
Services

Ms. Groezinger moved and Ms. Kaufman seconded the motion that the Board of Trustees approve the appointment of Mr. Jim Phillips as full-time interim Vice President/Chief Academic Officer (CAO), Academic Services beginning January 11, 2024, through June 30, 2024, for a stipend of \$17,210 over the length of this appointment, plus appropriate fringe benefits. Such salary shall be in conjunction with any other salary and benefits Mr. Phillips would be entitled to receive under his current position as Dean of Humanities, Social Sciences, and Fine Arts. Mr. Phillips will continue to co-facilitate the Leadership Forum as a part of this appointment. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

1. Memorandum of Understanding Between Highland Community College (Board of
Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT
Local 1957 for ONE HIGHLAND LEADS Facilitation or Development of Courses

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees approves 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 addressing compensation for the time commitment necessary for the facilitation and/or first-time development of

leadership development courses in the ONE HIGHLAND LEADS program effective June 1, 2023. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Feasibility Study Update

Ms. Kuberski reported that a meeting was held earlier with representatives of the YMCA. The Board meeting to discuss the potential facility is rescheduled for February 14, 2024. At this point, subgroups are trying to get a recommendation ready for the March Board retreat. The group needs to revisit the list of “must haves,” which will be reviewed at the meeting with the YMCA on February 13. Ms. Janssen has presented budget scenarios to both groups and the budget work group. Ms. Kuberski will talk to Mr. Dick about doing a fundraising feasibility study. Progress is being made on exploration of potential additional programs, and information has been received that a Physical Therapy Assistant program could not begin until 2029. It is believed the contract with the YMCA would end on January 31, 2030, but the groups have talked about if there would be a way to revamp the contract. It has been agreed that if both boards agreed to modify the contract, that could be done. There is also a buyout in the contract. More details will be shared on February 14. Mr. Endress was unable to visit Waubensee Community College and if that is rescheduled, he will let Ms. Grimes know to let trustees know in case another trustee wants to attend, since only two are able to attend at a time. Ms. Kuhlemeier noted that the Peosta Community Center would also be relevant to the conversation. The only agenda item for the special meeting on February 14 at 4:30 p.m. will be the athletic, learning, and event center.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes

Mr. Endress asked for two volunteers to review the Closed Session minutes in calendar year 2024, and Ms. Groezinger and Mr. Block volunteered.

Vice President/Chief Academic Officer (CAO), Academic Services Search

Ms. Kuberski reported that the search committee met with the search firm today for a preview of the process. There is no charge for the search firm unless travel is involved. Applications are due February 26 for top consideration. The search firm would identify candidates that meet the qualifications and profile best. The top six to seven candidates would be selected for Zoom interviews in March, with the top three from those interviews invited to campus toward the end of April to meet with different groups on campus. There has been some discussion about having the finalists complete a personality profile but the search committee has not landed on that at this point. Additional reference checks will be completed. Ms. Kuberski reviewed the timeline and process, noting that she hopes to bring a recommendation to trustees for approval at the May regular meeting, with a July 1 start date.

DATES OF IMPORTANCE

The special Board meeting to discuss the possibility of an athletic, learning, and event center has been rescheduled for February 14, at 4:30 p.m. The next regular Board meeting is scheduled for February 27, 2024, at 4:00 p.m., and the next quarterly Board retreat will be held on March 14, 2024, at 11:00 a.m. All Board meetings will be held in the Robert J. Rimington Board room (H-228).

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:49 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