

**DECENNIAL COMMITTEE MEETING**  
**BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519**  
**Counties of Stephenson, Ogle, Jo Daviess and Carroll**

**CALL TO ORDER/ROLL CALL**

A meeting of the Decennial Committee of the Board of Illinois Community College District No. 519 was called to order by Ms. Chris Kuberski, College President, at 3:02 p.m. on November 28, 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 committee members were physically present: Trustees Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger, Mr. Shawn Boldt, and, Ms. Sarah Kuhlemeier; Ms. Allison Coon, Student Trustee; Ms. Chris Kuberski, President; Ms. Jill Janssen, Vice President/CFO, Administrative Services, Board Treasurer; Mr. Craig Knaack, Community Member; Mr. David Schmit, Community Member; and, Ms. Terri Grimes, Board Secretary

The following committee members attended virtually: None

The following committee members were absent: Trustees Mr. James Rhyne and Ms. Mary Kaufman; and Community Members Mr. Rob Urish and Mr. Mark Williams

Others virtually present: Dr. Andy Dvorak, Retired Faculty

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Ms. Kuhlemeier moved and Mr. Knaack seconded the motion to approve the minutes of the August 22, 2023, Decennial Committee meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**DISCUSSION REGARDING INCREASED ACCOUNTABILITY AND EFFICIENCY PER DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT, ILLINOIS PUBLIC ACT 102-1088**

*Shared Services*

Ms. Kuberski reminded committee members that at the last meeting, the committee discussed that the purpose of the committee was to evaluate and review efficiencies as related to shared services. The College has had some successful examples of shared services that it is currently working on with other community colleges including Kishwaukee College, Sauk Valley Community College,

Rock Valley College, and Illinois Valley Community College (IVCC). Ms. Janssen reported that under a new State law, colleges must provide a kiosk that has emergency contraceptives. Initially, the items were to be offered free but when the legislation was passed, it was changed to offer the items at “near cost.” Illinois Valley led negotiations with a couple vendors and by joining together, they were able to get a lower price by several hundred dollars per year with more products. The items must be located on campus and easily accessible, open to anyone who comes onto campus, like our other vending machines. Ms. Janssen hopes to have the vending machine on campus in the Spring, likely located near other vending machines.

Ms. Kuberski reported that AI (artificial intelligence) has also be “zoned in on” as a first topic with the Northwest region presidents. Illinois Valley has a part-time instructor who is an AI expert so that individual is working with IVCC’s IT director and also met with other IT Directors. They are creating a four-hour workshop, and Ms. Kuberski believes the cost will be \$3,000 split among the five community colleges in the group. The presentation can be recorded so that it will be accessible to the five community colleges. The College will be using this presentation during staff professional development and will bring in an AI expert for faculty that will be more for them.

Next on the list was looking at sharing a compliance officer, and the group is looking at a job description. The person would be tasked with researching new compliance laws, including changes in legislation and Title IX, and implementation of changes. The Northwest Illinois Presidents’ group and Ms. Kuberski’s direct reports have reviewed a draft job description. It has been determined to have the student services officers meet collectively and talk through it, then maybe the human resources officers. Which college’s payroll the position would be on would need to be determined.

Mr. Block asked if there was something in the mental health arena that the College could work together on, and Ms. Kuberski noted that initially all the other four community colleges had just signed a contract with a provider. She will take this topic back to the group to make sure that it is one of the things to consider.

The committee members were asked for additional topics for future discussion. Mr. Block asked about a grant writer, and Ms. Kuberski explained that it has not been revisited since the first meeting, so she will take this back to the group. When working on the Department of Labor grant, the Illinois Community College Board provided the grant writer. Mr. Endress noted that it may be different if the groups are competing for the same grants, and Mr. Block suggested concentrating on regional grants. Ms. Kuhlmeier also noted the need for data collection and determining who would be responsible for that if the grant was received. It was suggested perhaps the sharing could be done after the grant was received, not in applying for the grant. Mr. Knaack stated that he would not make this a priority, noting that there are competitive grant writers available.

It was agreed that the top three considerations for sharing services should be AI, a compliance officer, and possibly a grant writer. Previously on the list was to share instructors for low enrolled courses but that may have intricacies. Math faculty Mr. Steve Mihina previously taught students at Sauk Valley, and it might allow the instructor to offer those classes that might have lower enrollment.



*Next Steps*

Ms. Kuberski recommended that at the committee wrap up at the next meeting. Wellness and AI will be included in a draft report, as well as others areas that the presidents' group will explore.

**OLD BUSINESS**

There was no old business.

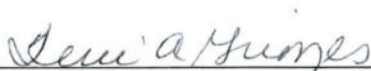
**NEW BUSINESS**

It was agreed that the next meeting date will be March 26, 2024, at 3:00 p.m., prior to the regular Board meeting. It is Ms. Kuberski's hope that a draft of the final report can be shared with the committee ahead of that meeting so feedback can be provided during the March 26<sup>th</sup> meeting.

**ADJOURNMENT**

Mr. Block moved and Mr. Boldt seconded the motion to adjourn the meeting. At 3:36 p.m., the vote being unanimous and there being no further business, the Committee 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