

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 4:00 p.m. on February 27, 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. James Rhyne Jr., Ms. Sarah Kuhlemeier (departed 4:15 p.m.; returned 4:17 p.m.), and Ms. Allison Coon

The following members attended virtually: None

The following members were absent: Mr. Shawn Boldt, and Ms. Mary Kaufman

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, Interim Vice President/CAO, Academic Services and Dean, Humanities, Social Sciences, and Fine Arts; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Jeniece Smith, Director, Marketing & Community Relations; 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

Mr. Block 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

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the January 30, 2024, regular meeting, 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 reported that Governor JB Pritzker released his FY25 budget, which includes a two percent increase for the community college system, base operating, equalization, and the City Colleges' budget. The base operating and equalization grants are formula based, which means they look at all the colleges and how they performed, so it is not a given that the College will receive a two percent increase. Other areas funded in the Governor's budget include dual credit, noncredit workforce programs, and the path grant. There was also some ESL and Adult Education funding in his budget, as well as \$125 million for capital renewal and deferred maintenance. The Governor's budget now goes to the legislature for approval, so things may change before the final budget is approved, but it was good to see that he is supportive of community colleges. The College's budget building process has begun. This is about a month early to give more time in case adjustments need to be made. This also better aligns with the timeline for staffing requests.

FOUNDATION REPORT

Mr. Dick reported that the Foundation board held their quarterly meeting earlier this month. The Foundation is installing an access road on the Foundation Ag property, which will allow some of the work to begin on the sub-irrigation system. A letter of intent was signed that will allow some of the architect and bid work to begin. The Foundation will gift approximately five acres of land to the College for an Agriculture building. The survey work has started, and it is hoped to have that done by the end of March. Ms. Kuberski provided some updates on the athletic, event, and learning center concept, enrollment, and other items at the meeting. The Foundation issued a \$10,000 challenge for the upcoming Day of Giving, where the first \$10,000 raised that day will be matched dollar for dollar. Ms. Kuberski and Mr. Dick visited over a dozen donors while in Florida last week, which included thanking them for their giving, providing College updates, and sharing a vision for what is to come. Two verbal pledges were made totaling over \$25,000. There is also a potential major gift that would support the Fine Arts, but nothing is final until a gift agreement or contribution is processed in the Foundation office. On Friday evening, February 23, the Foundation hosted the first ever Founders' Circle event at Generations, with 20 to 30 donors in attendance, some from as far away as Madison and Carbondale. Mr. Dick thanked the trustees and employees who attended. The scholarship process is in full swing. The primary due date is April 1, with health scholarships due on June 1. Mr. Dick reminded trustees of the May 11 Foundation Gala and noted that "save the date" cards have been mailed. He concluded his report by noting that the Foundation Development Committee will be meeting to discuss the possibility of launching a feasibility study for potential funding of an athletic, learning, and event center. Ms. Kuberski noted that Mr. Dick did an "exquisite job" of navigating discussions in Florida and asked the right questions to engage donors.

CONSENT ITEMS

- A. Academic (None)
- 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. Block moved and Mr. Rhyne seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Letter of Intent from the Highland Community College Foundation Regarding Intention to Grant Land to Highland Community College
Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to accept the Letter of Intent from the Highland Community College Foundation, as presented, formalizing the intent of the Foundation to convey, without cost to the College, an estimated five acres of land generally located in the 3000 block of West Stephenson Street, Freeport, IL within the area designated in the sketch attached hereto as Exhibit "A". The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve for first reading revised policy 5.09, Travel, Meal, and Lodging Expenses. The policy is included in Chapter V, Finance and Facilities, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Acceptance of Custodial/Maintenance Staff Member Requesting to Participate in the Planned Retirement Program

Mr. Rhyne moved and Ms. Groezinger seconded the motion that the Board of Trustees accepts the request of the following custodial/maintenance staff member to participate in the Planned Retirement Program.

Mike Sopcic, planned retirement February 1, 2027

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description and Job Title: Head Coach/Coordinator, Athletic Operations

Mr. Block moved and Mr. Rhyne seconded the motion to approve the revised job description and job title, as presented, for the Head Coach/Coordinator, Athletic Operations. 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: Block, Endress, Groezinger, Rhyne, Kuhlemeier, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description and Job Title: Head Coach/Coordinator, Athletic Compliance

Ms. Groezinger moved and Mr. Block seconded the motion to approve the revised job description and job title, as presented, for Head Coach/Coordinator, Athletic Compliance. 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: Endress, Groezinger, Rhyne, Block, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Salary Range Placement: Head Coach/Coordinator, Athletic Operations

Mr. Block moved and Ms. Groezinger seconded the motion to approve the revised salary range placement for Head Coach/Athletic Operations with placement at range level 29 on the Highland Salary Range Table. The roll call on the motion was as follows:

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

The vote being five ayes, no nays, and one abstention, the Chairperson declared the motion carried.

5. Revised Salary Range Placement: Head Coach/Coordinator, Athletic Compliance
Mr. Rhyne moved and Mr. Block seconded the motion to approve the revised salary range placement for Head Coach/Athletic Compliance with placement at range level 29 on the Highland Salary Range Table. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of Bid: New Parking Lot at HCC Athletic Fields Project
Ms. Groezinger moved and Mr. Rhyne seconded the motion that the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Fischer Excavating of Freeport, IL of \$292,000 for the new parking lot at the HCC athletic fields project. This bid is within the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Bid: Building "M" (Marvin-Burt Liberal Arts Center) Instructional Space and Building "H" (Student/Conference Center) Welcome Center Renovation Projects
Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Scandrol Construction of Rockford, IL of \$809,303 for the Building "M" (Marvin-Burt Liberal Arts Center) instructional space and Building "H" (Student/Conference Center) welcome center renovation projects. This bid is within the projected budget for the projects. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried

3. Acceptance of Proposal: Parking Lot and Loop Road Lighting Replacement Project
Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees authorizes acceptance of the proposal from Helm Service of Freeport, IL of \$118,314 for the Parking Lot and Loop Road Lighting Replacement project. This quote is within the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Contract with Lamar Advertising Company for Billboard Campaigns
Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion to approve the contract, as presented, between Highland Community College and Lamar Advertising Company in the amount of \$34,400.00 for production and placement of posterflex and digital billboards throughout HCC's district in three flights beginning March 2024 and running through December 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Vendor Services Agreement with Simplichek, Inc. to Provide and Service a Campus Wellness Kiosk
Mr. Rhyne moved and Ms. Groezinger seconded the motion that the Board of Trustees approves the vendor services agreement, as presented, with Simplichek, Inc. to provide and service a campus wellness kiosk at a cost not to exceed \$28,850 (\$575 per month for a 48-month term plus \$1,250 shipping).

Mr. Block stated that this is an unfunded mandate and asked if the Illinois Community College Trustees Association (ICCTA) looks out for unfunded mandates. Mr. Endress noted that it is worth having Mr. Shawn Boldt (the Board's ICCTA representative) bring this up to ICCTA. Ms. Kuberski reported that the Illinois community college presidents voiced opposition and, as a result, the law was changed from originally needing to supply the items free of charge to being able to offer the items at cost. Also, a lower price was negotiated due to the shared services effort. The roll call on the motion was as follows:

AYES: Rhyne, Kuhlemeier, Endress, Groezinger, Coon
NAYS: Block

The vote being five ayes and one nay, the Chairperson declared the motion carried.

6. Software Solutions Proposal with TouchNet Information Systems, Inc. for Electronic Tuition Payment Services

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the software solutions proposal from TouchNet Information Systems, Inc., as presented, for a five-year agreement of Electronic Tuition Payment services, at an annual cost of \$82,152 (\$410,760 total cost over the five-year period.) The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Payment of Bills and Agency Fund Report – January 2024

Mr. Block 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 January 2024 bills, including Board travel, amounting to \$1,454,553.60, Automated Clearing House (ACH) debits W0000651 amounting to \$20,224.20, and Electronic Refunds of \$46.00, with 9 adjustments of \$1,249.92, such warrants amounting to \$1,473,573.88. Transfers of funds for payroll amounted to \$598,024.06. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Rhyne, Kuhlemeier, 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 there have been several student activities recently, including a Fun Fair, Leadership Conference, ski trip, and a CNA open house. She went to Washington, DC with some trustees, noting that it was “incredible” and she learned a lot. Student Senate is hosting an athletic, learning, and event center forum tomorrow from 11:00 to 11:30 a.m., which will include time for questions and answers. During the event, \$5 vouchers will be given away that can be used on February 28 or 29. Other upcoming events include a Women's History Month scavenger hunt, placing teal ribbons on trees and having a basket raffle at a home baseball or softball game for sexual assault awareness in April, Roary's Night Out at a bowling alley, Midway through Midterms, and Phi Theta Kappa induction on February 29.

Before moving on, Mr. Block asked Ms. Janssen about the delay in financial aid, wondering if we have lost any students due to the situation. Ms. Janssen reported that Highland does not package financial aid like four-year institutions, so it should not be an issue, although it is frustrating.

Audit and Finance Committee

There is no committee meeting scheduled at this time.

Illinois Community College Trustees Association (ICCTA) Representative

In Mr. Boldt's absence, Mr. Endress reported that the next ICCTA meeting will be the second weekend in March, and there was recently a call for roundtable topics for the meeting.

Association of Community College Trustees (ACCT)

Ms. Groezinger reported that ACCT's Member Communication & Education Committee met during the National Legislative Summit and will meet again next month. The committee is looking at Community College Month and also how to tap into global students touching our community colleges.

Board Chair

Mr. Endress attended the Foundation board meeting, as well as the Founders' Circle event, which was very well done. Both Northwest Illinois Economic Development (NWILED) and Greater Freeport Partnership (GFP) held their annual meetings last week on the same night. Mr. Endress attended the NWILED meeting at Timmerman's in East Dubuque, where Highland was presented with an award. Ms. Kuberski showed trustees the award, sharing that it was for collaboration and reflected the work of the Build It Grow It effort. Ms. Kuberski noted that Mr. Evan Talbert worked with NWILED's Mr. David Schmit to create the curriculum, and faculty member Ms. Jennifer Alderman is also teaching part of the curriculum. Mr. Rhyne noted that he attended the GFP annual meeting, which was a nice affair.

President

Ms. Kuberski reported that there were 10 registrants for NWILED's Build It Grow It in Savanna and 21 registrants for the session in Galena. College enrollment is up for three semesters running. There is a long way to go but this is a reflection of all the work happening on campus. The last regular season home basketball games are tonight, with the College hosting the upcoming regional tournament. The College nominated Dr. Stephanie Eymann for the YWCA Professions award, and the recipients will be announced during a luncheon on Monday. The College received an update from the consultant on the Vice President/CAO search, and there are currently 28 applicants, with a meeting scheduled on March 4 to select candidates for the first round of interviews. Ms. Groezinger gave kudos to all involved in the Jazzin' it up for Peace concert, which was fantastic. Ms. Kuberski reported that the Diversity Committee sponsored the event, with Ms. Juliet Moderow doing the bulk of the work getting it all arranged. The event was co-sponsored by the Boys and Girls Club and the HCC Foundation, so the Diversity Committee did not have to pay anything toward the event, which will allow them to be able to do some other things throughout the semester that they were not originally planning to do. Mr. Rhyne was instrumental in the Boys and Girls Club co-sponsoring the event, and Mr. Matt Mullen of the HCC Foundation was instrumental in securing a grant. The Highland Choir sang with Mr. Carl Cole, so there was student involvement.

CLOSED SESSION

Ms. Groezinger moved and Ms. Kuhlemeier 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: Endress, Groezinger, 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 4:47 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 4:51 p.m., the Chairperson 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 reported that a student focus group will be held tomorrow, and a special edition of Campus Connection will be held this Thursday at 2:00 p.m., which will be followed up with a survey. This was the format the College Council suggested. There was also the thought that there would be those who would want to process the information before completing the survey. Ms. Groezinger asked if the survey feedback could be shared with the Board, and Ms. Kuberski noted that it could be. Ms. Grimes will send the link to Thursday's Campus Connection meeting to the Board.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next quarterly Board retreat is scheduled for Thursday, March 14, 2024, at 11:00 a.m. The Decennial Committee will meet at 3:00 p.m. on Tuesday, March 26, with the regular Board meeting

scheduled at 4:00 p.m. All Board meetings will be held in the Robert J. Rimington Board room (H-228).

ADJOURNMENT

Ms. Groezinger moved and Mr. Block seconded the motion to adjourn the meeting. At 4:55 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