

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 Chairperson, at 4:01 p.m. on March 26, 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, Mr. Shawn Boldt, Ms. Sarah Kuhlemeier, Ms. Mary Kaufman, and Ms. Allison Coon

The following members attended virtually: None

The following members were absent: Ms. Pennie Groezinger, and, Mr. James Rhyne Jr.

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. Pete Norman, Director, Athletics & Physical Education; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Jeniece Smith, Director, Marketing & Community Relations; 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. Block moved and Ms. Kuhlemeier seconded the motion to approve the agenda, as presented. The vote being unanimous, the Chairperson declared the motion carried.

APPROVAL OF MINUTES

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the February 14, 2024, special meeting and the February 27, 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 it is preparation time for all the things that will soon start in terms of budget manager requests for FY25, which are due in April, year-end processes, an audit meeting with staff, and the initial health insurance quote in early to mid-April. Ms. Janssen has learned that we maybe should expect an increase in health insurance premiums. The property and liability insurance renewal process also begins again soon.

FOUNDATION REPORT

Mr. Dick reported that the scholarship deadline is April 1, and there has been tremendous support from Ms. Amanda Venhuizen and her team in the Success Center. April is a busy month for the Foundation as they organize around 1,000 scholarship applications for review by the Foundation Scholarship Committee and other committees across campus. The Foundation board has a \$10,000 challenge for the Day of Giving. There are also challenges for Athletics, Forensics, and a few other areas, as well as direct giving to programs through the Day of Giving, which is April 9th until 9:00 p.m. Registration has opened for the May 11th Legacy Celebration. Students will help with the event, which will be held on campus. The roadway has been completed on the Foundation's ag property. Phases two and three of the sub-irrigation system will be completed in the next two to three weeks, and the land survey is nearly complete. Ms. Kevyn-Ann Sutter has been helping with the Alumni Association. Plans are in place for connection with new graduates at commencement, and large-scale outreach, including a rebranded alumni card, is being planned. Distinguished Alumni Award applications will open by April 1, with a September 1 deadline. The Foundation Development Committee, which includes Mr. Block and Mr. Endress, met earlier this month. A major focus is on stewardship and cultivation, including naming opportunities within the Legacy Campaign. Mr. Dick will be meeting with the President's Direct Reports to finalize details before next steps. The Development Committee recommended a fundraising feasibility study be considered for the potential Athletic, Learning, and Event Center, and the Executive Committee will discuss this next.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Eastland CUSD#308 and Orangeville CUSD #203 for the 2024-2025 Academic Years
Recommendation: That the Board of Trustees approves the CollegeNOW agreements, as presented, for the 2024-2025 (FY25) academic year for qualified students attending Eastland CUSD #308 and Orangeville CUSD #203.

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. Boldt moved and Mr. Block seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

- 1. Second Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses
Ms. Kuhlemeier moved and Mr. Boldt seconded the motion to approve for second 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: Boldt, Kuhlemeier, Kaufman, Block, Endress, Coon
NAYS: None

Whereupon the Chairperson declared the motion carried.

- 2. Resolution Authorizing Entry into a Joint Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)
Mr. Block moved and Mr. Boldt seconded the motion to approve the Resolution, as presented, authorizing the entry into a Master Intergovernmental Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS), which allows the College to become a member of the cooperative purchasing entity. The roll call on the motion was as follows:

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

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

C. Personnel

1. Revised Job Description: College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Grant Funded)

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve the revised job description, as presented, for the College Access Specialist, TRIO Educational Opportunity Centers (EOC). This is a full-time, exempt professional, grant funded position and is included in the FY24 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of Lease Proposal: New Multi-function School Activity Buses (MFSAB)

Mr. Boldt moved and Mr. Block seconded the motion to authorize acceptance of the proposal, as presented, to enter into a five-year lease contract with Santander Bank, through Midwest Transit Equipment Inc. for the use of four 15-person multi-function school activity buses (MFSAB) at an estimated annual cost of \$78,144 (\$1,628 per unit per month) for five years. Final cost will be based upon lease interest rates at the time of final acceptance. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Software Order Form with Cloud Software Group for WebFOCUS Reporting Software

Ms. Kuhlemeier moved and Mr. Boldt seconded the motion that the Board of Trustees approves the software order form, as presented, from Cloud Software Group, for a three-year agreement of WebFOCUS Basic Edition, at a total cost not to exceed \$65,404.11. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Leadership Program Fee Changes for Fall 2024 and Spring 2025

Ms. Kaufman moved and Mr. Boldt seconded the motion that the Board of Trustees approves the following program fee changes beginning with the Fall 2024 (Leadership Institute) and Spring 2025 (Leadership Forum) semesters.

Proposed Increase for Fall 2024	Current	Proposed
Leadership Institute Program Fee	\$1,500	\$2,000
Proposed Increase for Spring 2025		
Leadership Forum Program Fee	\$1,500	\$2,000

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Payment of Bills and Agency Fund Report – February 2024

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2024 bills, including Board travel, amounting to \$1,173,218.63, Automated Clearing House (ACH) debits W0000652 amounting to \$44,255.10, and Electronic Refunds of \$61,638.54, with 4 adjustments of \$1,067.20, such warrants amounting to \$1,278,045.07. Transfers of funds for payroll amounted to \$689,066.83. The roll call on the motion was as follows:

AYES: Kuhlemeier, Kaufman, Block, Endress, Boldt, 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 a Highland alum was the speaker for the Women+ in Science Club, talking about birds. Roary's Night Out was a huge success with a lot of people bowling. A leadership breakfast will be held in April, and the Women+ in Science Club will be hosting junior high students to show them what can be done if they are interested in science. Tee-shirts were sold for Sexual Assault Awareness month in April, and they are also working on a raffle for the baseball and softball home games. Student Senate is also thinking about hosting a pickleball fundraiser, and they are working that out with the Park District. Student Senate started their office hours, which are going well. Ms. Coon attended the Student Advisory Committee meeting earlier today at Sauk Valley Community College and saw some of the student trustees she saw in Washington, DC. They talked about open educational resources, mental health funding, college funding, and Advocacy Day in Springfield on April 18.

Audit and Finance Committee

The Audit and Finance Committee will meet at 3:00 p.m. on May 21.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt reported that Lobby Day will be held on May 1 and 2, and work is being done to schedule time with Senator Andrew Chesney and other leaders. The Governor's budget included a \$10 million increase for MAP (Monetary Award Program), a two percent increase for public universities, a two percent increase (\$5.9 million) for community colleges, and \$5 million for the Early Childhood Access Consortium for Equity scholarships. The trustee seminar included three presenters on AI (Artificial Intelligence). Mr. Boldt also reviewed ICCTA's legislative goals, noting that offering bachelor's degrees at Illinois community colleges will probably not happen this year but it seems like it is making progress. The focus is on what is perceived as education deserts, with no four-year institution within 40 miles. Mr. Boldt also noted that Malcolm X College is hosting a Level Up Summit in April.

Association of Community College Trustees (ACCT)

Mr. Boldt reported that those who attended the ACCT conference in February in Washington, DC met with Congressman Eric Sorensen and talked with him briefly about the mobile medical unit. Legislative priorities announced at the Summit included the Farm Bill, Dream Act, and short-term Pell. Mr. Boldt also learned that one community college mails certificates to all high school graduates stating that they have been admitted to the community college and welcoming them with scholarship opportunities. Mr. Block asked about dual credit certification, and Ms. Kuberski reported that the Presidents' Council lobbyist sent the recommendation, which has been revised to take out some of the language that was a problem. There are still some grey areas, and Ms. Kuberski is unsure if it is still in committee.

Board Chair

Mr. Endress reported that trustees finished Ms. Kuberski's evaluation at the March retreat, and he will meet with her regarding her contract.

President

There was no additional report.

CLOSED SESSION

Mr. Block 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: Kaufman, Block, Endress, Boldt, Kuhlemeier, 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 4:48 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 4:59 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, Ms. Gerber, Mr. Kurt Simpson, Mr. Pete Norman, Ms. Stephanie Diehl, and Mr. Rich Haight met on March 18 regarding current use and additional space requested. Ms. Kuberski believes it will take the architect two months to come back with a draft floor plan, but she believes he understands that both entities have outgrown the current space.

NEW BUSINESS

Ms. Kuhlemeier and Ms. Kaufman are unable to attend the April Board meeting that is currently scheduled for April 23. Following discussion, it was suggested to change the April meeting to April 30. The May regular Board meeting is May 21. The trustees need to do a Board self-evaluation, which is typically done by someone from the ICCTA office, and Ms. Grimes reached out to Dr. Jim Reed, who is not available for the June 13 retreat without moving his schedule around. Mr. Endress suggested moving the retreat to June 25, which would normally have been the June regular meeting date, but the Board does not have a regular meeting in June. The July regular meeting will be on either July 16 or July 23, depending on trustees' availability. Once the dates are confirmed, Ms. Grimes will let trustees know.


DATES OF IMPORTANCE

There were no additional dates of importance.

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:13 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