

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 4:04 p.m. on April 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, Ms. Mary Kaufman, and Ms. Allison Coon

The following members attended virtually: Mr. James Rhyne Jr. (arrived 4:08 p.m.)

The following members were absent: Ms. Sarah Kuhlemeier

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS; Mr. Steve Mihina, Faculty; Mr. Daeshon Verner, Student Trustee-elect; 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; Ms. Karla Giuffre, Faculty, and Student Senate Co-advisor; Mr. Jeremy Bradt, Director, Enrollment & Records; Mr. Justin Ebert, Faculty; Mr. Kurt Simpson, Director, Facilities & Safety; Ms. Juliet Moderow, Faculty; Ms. Monica Pierce, Faculty; Ms. Jeniece Smith, Director, Marketing & Community Relations; Dr. Brendan Dutmer, Dean, Natural Science & Mathematics; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Anthony Coon and Mrs. Kristi Coon, Parents of Student Trustee Ms. Allison Coon; Ms. Tamisha Bonvillain, Parent of Student Trustee-elect Mr. Daeshon Verner; and, Dr. Andy Dvorak, Retired Faculty

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

Mr. Endress indicated that Mr. Rhyne was ill and had requested to attend virtually. Ms. Groezinger moved and Mr. Boldt seconded the motion to allow Mr. Rhyne to attend the meeting virtually. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Mr. Boldt seconded the motion to approve the minutes of the March 14, 2024, Board retreat, and the March 26, 2024, Decennial Committee and regular meeting, as presented. The vote being unanimous, the motion carried.

PRESENTATION OF TRUSTEE SERVICE AWARD

Mr. Boldt was presented with his service award in recognition of five years on the Board.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Coon thanked everyone for all they had done, noting she has grown as a person and leader, and she is grateful to have had the opportunity. Mr. Endress presented Ms. Coon with a token of appreciation in recognition of her service.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Mr. Daeshon Verner, newly elected Student Trustee, was sworn in and seated.

PUBLIC COMMENTS

Ms. Karla Giuffre thanked Ms. Coon for serving on the Board, and trustees for showing Ms. Coon the ropes, noting that she knows they will do the same for Mr. Verner. He will do a great job, and Ms. Giuffre expressed her appreciation to him for running for Student Trustee.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

Ms. Jill Janssen reported that, as of yesterday, she has received the tax computation reports from all four counties in our district. Overall, the equalized assessed valuation (EAV) rose 13.1 percent. Each year, she communicates with the county assessors before the levy process to gather data to inform the College as she submits the College's levy. Based on that information, the College levied in an amount that represented a 14 percent increase in EAV, which means the College will benefit from the full amount of the EAV increase. The FY24 budget included an estimated increase in EAV of six percent, and the actual tax revenue will exceed the budgeted amount by about \$270,000. The Corporate Personal Property Replacement Tax (CPPRT) decreased at a rate that, so far, seems greater than what the State estimated, but replacement taxes are collected throughout the entire year, so Ms. Janssen will not know for certain until year-end. She reminded trustees that this is a State level tax and is separate from the county tax levy process. It is possible that the local tax will offset the replacement tax. She will provide additional information in her May Treasurer's report.

FOUNDATION REPORT

Mr. Dick shared that Ms. Nancy Ferguson Seeley passed away, and the College plans to issue a statement of appreciation for the giving spirit Ms. Seeley embraced as one of the College's largest benefactors. The Foundation has been in communication with the College regarding scholarships, and Mr. Dick explained that the Free Application for Student Financial Aid (FASFA) has had a few issues that have had ripple effects, and Financial Aid, Admissions & Records, and the Foundation staff have been working together. He noted that letters were able to go out to scholarship recipients today. The Foundation Executive Committee meets tomorrow, and the Foundation board will meet on May 16. Over \$40,000 in gifts were received from over 300 individuals during the Foundation's Day of Giving. FY25 budget discussions are beginning, and Mr. Dick plans to request funding for a Feasibility Study, as well as an additional Foundation staff position so that long-term knowledge may be shared. He will be in discussions with the College regarding a holistic approach to resource allocation within the annual process focused on the Legacy Campaign utilization and other priorities. The first discussion on the donation of the Ag real estate owned by the Foundation will take place tomorrow at the Foundation's Executive Committee meeting. Mr. Dick thanked all who have registered to attend the Foundation's Gala on May 11, and to the trustees and the President's Direct Reports for their contributions. He also thanked Ms. Chris Urish, Ms. Stacey Moore, and many others for coordinating donations for the live and silent auction.

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)

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

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Block, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)
- B. Administration (None)

C. Personnel

1. Revised Job Description: Director, Athletics and Physical Education
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the revised job description, as presented, for the Director, Athletics and Physical Education. This is a full-time, administrative position and is included in the FY24 budget. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Block, Endress, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Women's Basketball Coach
Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the revised job description, as presented, for the Women's Basketball Coach. This is a part-time, exempt professional position and is included in the FY24 budget. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Block, Endress, Groezinger, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded)
Ms. Groezinger moved and Mr. Block seconded the motion to approve the revised job description, as presented, for the Director, 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: Rhyne, Kaufman, Block, Endress, Groezinger, Boldt, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description: Coordinator, Business Training
Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the revised job description, as presented, for the Coordinator, Business Training. This position was previously part-time, non-exempt professional and will change to full-time, non-exempt professional. The funding for full-time status is included in the FY25 budget. The roll call on the motion was as follows:

AYES: Kaufman, Block, Endress, Groezinger, Boldt, Rhyne, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Appointment: Coordinator, Center for Teaching and Learning Services
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve the appointment of Dr. Sydne Kastle as a full-time Coordinator, Center for Teaching and Learning Services beginning May 6, 2024, at an FY24 salary of \$63,697, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY24 budget. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Boldt, Rhyne, Kaufman, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of Proposal: New Bleachers at Highland Community College Athletic Fields
Ms. Groezinger moved and Ms. Kaufman seconded the motion that the Board of Trustees authorizes acceptance of the proposal, as presented, from GT Grandstands of Plant City, FL of \$54,800 for new bleachers at the Highland Community College athletic fields. This quote is within the projected budget for the purchase. The roll call on the motion was as follows:

AYES: Endress, Groezinger, Boldt, Rhyne, Kaufman, Block, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Proposal: Virtual Reality Law Enforcement Simulation Training System
Ms. Groezinger moved and Ms. Kaufman seconded the motion to authorize acceptance of the proposal in the amount of \$74,250 from Govred Technology for a virtual reality (VR) law enforcement simulation training system, Apex Officer, for the Highland Community College Criminal Justice Program. This project was approved as part of the 2023 bond issuance. The roll call on the motion was as follows:

AYES: Groezinger, Boldt, Rhyne, Kaufman, Block, Endress, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Master Services Agreement with Illinois Fiber Resources Group, NFP (iFiber) for Dedicated Internet Access
Mr. Endress referred to exhibit B on page 38 of the Board pack, noting that there was an error in the cost listed in the recommendation. The cost should be \$4,800 per year, not \$4,100 per year.

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the master services agreement from Illinois Fiber Resources Group, NFP (“iFiber”) for dedicated internet access at a cost not to exceed \$4,800 per year (as corrected) for five years. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Block, Endress, Groezinger, Verner
 NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Health Insurance Rates

Mr. Boldt moved and Ms. Kaufman seconded the motion that the Board of Trustees establishes the following monthly rates for medical (final rate may be adjusted for rounding), dental, and vision insurance during FY25 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 897.63	Retiree Only	\$ 897.63
Family Plan	\$2,244.08	Retiree with Family Plan	\$2,244.08

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 789.92	Retiree Only	\$ 789.92
Family Plan	\$1,974.79	Retiree with Family Plan	\$1,974.79

Medical (Blue Cross Blue Shield PPO Co-Pay Plan):

Employee Only	\$ 779.24	Retiree Only	\$ 779.24
Family Plan	\$1,948.07	Retiree with Family Plan	\$1,948.07

Dental (Blue Cross Blue Shield):

Employee Only	\$ 29.04	Retiree Only	\$ 29.04
Employee + Spouse	\$ 59.07	Retiree + Spouse	\$ 59.07
Employee + Child(ren)	\$ 60.99	Retiree + Child(ren)	\$ 60.99
Family Plan	\$ 108.90	Retiree with Family Plan	\$ 108.90

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Block, Endress, Groezinger, Boldt, Verner
 NAYS: None

Whereupon the Chairperson declared the motion carried.

Ms. Kuberski reported that plan design changes will be explained on Thursday during Campus Connection, and there will be an on-campus meeting, as well. This will have the lowest impact possible on employees, while still maintaining coverage to which employees are accustomed. This is in keeping with what was negotiated in the faculty contract.

5. Service Agreement with Canto for Digital Asset Management

Mr. Block moved and Mr. Boldt seconded the motion that the Board of Trustees approves the service agreement, as presented, between Highland Community College and Canto for digital asset management at an annual cost of \$11,000 in year one, plus a one-time implementation through a 60-day onboarding cost of \$4,000, and an annual renewal cost of \$11,000 after the first year. The roll call on the motion was as follows:

AYES: Kaufman, Block, Endress, Groezinger, Boldt, Rhyne, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried

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

Mr. Boldt 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 March 2024 bills, including Board travel, amounting to \$1,455,089.39, Automated Clearing House (ACH) debits W0000653 amounting to \$53,498.20 and Electronic Refunds of \$314,887.70, with 4 adjustments of \$1,225.95, such warrants amounting to \$1,822,249.34. Transfers of funds for payroll amounted to \$701,363.29. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, Boldt, Rhyne, Kaufman, Verner
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

There was no report.

Audit and Finance Committee

The Audit and Finance Committee will meet at 3:00 p.m. on May 21, 2024.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt shared that he, Ms. Groezinger, and Ms. Kuberski will be attending Lobby Day tomorrow and Thursday in Springfield. An agenda will be presented to those in attendance tomorrow so they can go to the Capitol as one unified voice. There are 48 community colleges attending Lobby Day.

Mr. Boldt also attended Senator Andrew Chesney's breakfast, noting that Senator Chesney is a big supporter and advocate of community colleges.

Association of Community College Trustees (ACCT)

ACCT is wrapping up community college month, and Mr. Boldt suggested trustees Google "ACCT and community college month," where they will find information that can be used throughout the year when talking with students, prospective students, and constituents.

Board Chair

Mr. Endress met with Ms. Kuberski regarding her compensation package, which will be discussed in Closed Session. He participated in the recent culture workshop and also viewed the Forensics team's highlights. He was unable to attend the Boyer Colloquium but will listen to the video. The Foundation Executive Committee meets tomorrow and their full board will meet on May 16. Mr. Endress appreciates representing the Board at functions.

President

Ms. Kuberski announced that the College has officially heard that it received the Department of Labor's Strengthening Institutions grant. There were 16 community colleges across the nation that received funding touching 41 community colleges. Highland will receive \$270,000 per year for four years for manufacturing and welding. The grant will also fund a navigator position, as well as additional support for welding, CNC, manufacturing, and marketing. Ms. Kuberski has informed Greater Freeport Partnership and NWILED, and they will share the news in their respective newsletters next week. ACCT, ICCTA, and WREX Channel 13 all shared the press release regarding the grant. An organizational meeting will be held in the next two weeks with Rock Valley College and McHenry County College. Rock Valley College will coordinate the grant and complete the required reporting. Over the last six months, the College also received a Workforce grant of \$84,000 and a dual credit grant of \$149,000, bringing the total new funding to a little over \$2 million, so there is a lot of work to be done. Ms. Kuberski would anticipate that the College would make a presentation at the ACCT conference in two or three years regarding the dual credit grant. A question was raised regarding West Carroll School District's participation in the dual credit grant, and Ms. Kuberski noted that their role will be for the College to purchase science equipment for them, as they are already doing some dual credit. Mr. Block noted that the Noon Rotary Club recently met in the welding lab, thanks to Dr. Brendan Dutmer, and it would be a great opportunity to have others meet on campus. Ms. Kuberski shared that the College is hosting Greater Freeport Partnership's Rise 'n Shine breakfast on December 5. If trustees have groups they would like to have on campus, they should contact Ms. Grimes, and Ms. Groezinger noted the need to have groups from Jo Daviess County on campus, as well. Mr. Block thanked administrators for their written reports, as well as those who explained what the acronyms stood for. Mr. Rhyne asked Mr. Anderson for additional information regarding the Illinois Corn Marketing Board grant for recruiting urban high school students in Ag careers. Mr. Anderson explained that Ms. Monica Pierce and Mr. Justin Ebert have worked with the high schools, and last year there was grant money that paid for dual credit classes to be offered to high school students to come here. Next year, funds will pay for CareerTEC students from the eastern part of our district to come to campus for classes, including students from Freeport, Pearl City, Dakota, Orangeville, Aquin, and Pecatonica. Mr. Anderson will get additional information from Ms. Pierce and Mr. Ebert, if needed. Mr. Rhyne also asked about the information on the Adult Education program, noting that there seems to be a lot of good things going on with enrollment. He asked what has attributed to the strong enrollment in Adult Education. Ms. Gerber

explained that there are a number of things that contribute to this, most importantly our partnership with Freeport School District. The school district has added an on-site class and are paying for the instructors, which has increased information being provided to instructors and the students' comfort level. Adult Education staff have also worked hard to restructure the program so that orientation counts toward attendance. They have also tried to create an environment where people feel comfortable, even if they have to step away to return to classes, which has helped with retention, as well.

CLOSED SESSION

Ms. Groezinger moved and Mr. Block 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, Boldt, Rhyne, Kaufman, Block, Verner
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 5:03 p.m., the Chairperson declared the meeting in Closed Session.

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

AYES: Groezinger, Boldt, Rhyne, Kaufman, Block, Endress, Verner
NAYS: None

At 5:34 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. Appointment: Automotive Technology Instructor

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve the appointment of Mr. David Albrecht as a full-time, tenure track Automotive Technology Instructor in the Business and Technology Division, beginning August 15, 2024, at an FY25 salary of \$76,746 (based on BS + 0, with 10 years'

experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY25 budget. The roll call on the motion was as follows:

AYES: Boldt, Rhyne, Kaufman, Block, Endress, Groezinger, Verner
NAYES: None

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

1. New Differential Position: Agriculture Department Coordinator(s)
Ms. Groezinger moved and Mr. Block seconded the motion to approve the new differential position of Agriculture Department Coordinator(s), as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

AYES: Rhyne, Kaufman, Block, Endress, Groezinger, Boldt, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS

Foundation Land Transfer

Ms. Kuberski reminded trustees that the College needs to acquire five acres of the land owned by the Foundation to build the Ag pump house, so work has been done on a land transfer document, which will go to the Foundation Executive Committee tomorrow and to the Foundation full board on May 16. The hope is to have action by trustees at the May 21 meeting. Attorney Tim Zollinger has drafted the agreement. The Foundation wanted to add a clause that would state if the Board, at some point in the future, would not have an Ag program and would decide to sell the land, it would revert back to the Foundation. Attorney Zollinger cautioned about making decisions now that would impact long into the future. Mr. Dick also shared some background information regarding this. Following discussion, it was suggested that Mr. Endress ask the Foundation Executive Committee at their meeting tomorrow if the clause could be removed to give the future board members of both boards a clean title. It was agreed that if the clause cannot be removed, it is not a negative.

YMCA Childcare Center Lease

Ms. Kuberski reported that the lease with the YMCA for the Childcare Center is a separate lease that currently expires on June 30, 2024. Ms. Janssen has worked with Attorney Zollinger to draft a new one-year lease with a provision that the YMCA could let the College know 120 days in advance if they want to extend the lease for another year, so at most it would be a two-year lease as opposed to a three-year lease. Under the current lease, the YMCA would have had the right to add another year had they told the College 120 days prior to the end of the current lease that they wanted to invoke that clause. Legally the contract ends on June 30, but the College does not intend to end it at that time. Ms. Kuberski and Ms. Janssen have talked about this, and they do not believe a two-year lease ties the College's hands if that is the decision made. Ms. Kuberski asked for feedback from trustees regarding a one-year lease with an option for a one-year extension as opposed to a three-year lease

with the option for a fourth year. Ms. Kuberski and Ms. Janssen met with Ms. Stephanie Diehl and Mr. Rich Haight of the YMCA, and they explained how long it would take the YMCA if they needed to find another location. The next step will be to take the proposed revised contract to Mr. Haight and discuss it with him. Ms. Kuberski will come back to trustees with an update.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

Honors Convocation is Thursday, May 16, at 7:00 p.m., and commencement is Saturday, May 18, at 10:00 a.m. Trustees should let Ms. Grimes know if they are planning to attend. The Leadership Institute banquet will be held on May 8, and High School Diploma (GED) graduation is scheduled for May 15. The June 25, 2024, Board retreat will include the Board self-evaluation with Dr. Jim Reed of the Illinois Community College Trustees Association.

ADJOURNMENT

Ms. Groezinger moved and Mr. Block seconded the motion to adjourn the meeting. At 6:04 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