

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 4:00 p.m. on May 21, 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 (arrived 4:14 p.m.), Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, and Ms. Mary Kaufman

The following members attended virtually: None

The following members were absent: Mr. Daeshon Verner

Others physically present: Ms. Chris Kuberski, President; Mr. Pete Fink, Director, ITS; and, and, Ms. Terri Grimes, Board Secretary

Others virtually present: Ms. Jill Janssen, Vice President/CFO, Administrative Services, Board Treasurer; 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. Anthony Musso, Coordinator, Career Services; Dr. Sydne Kasle, Coordinator, Center for Teaching & Learning Services; Dr. Julie Hartman-Linck, Faculty; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Justin Ebert, Faculty; Mr. Jeremy Bradt, Director, Enrollment & Records; Ms. Jeniece Smith, Director, Marketing & Community Relations; and, Mr. Pete Norman, Director, Athletics & Physical Education

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

There were no trustees who requested to attend the meeting virtually.

APPROVAL OF AGENDA

Mr. Endress recommended that, in light of the severe weather that was anticipated, agenda items VII (Budget Report), VIII (Foundation Report), and XI (Reports) be deleted from the agenda. Ms. Groezinger moved and Mr. Block seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress noted a correction on page two of the April 30, 2024, minutes under the Budget Report, and stated that the sentence regarding the EAV should read that "... the actual tax revenue will exceed the budgeted amount by about \$270,000," not \$27,000. Ms. Groezinger moved and

Ms. Kuhlemeier seconded the motion to approve the minutes, as corrected. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Phillips introduced Dr. Sydne Kastle, Coordinator, Center for Teaching & Learning Services, who recently moved from part-time to full-time status.

BUDGET REPORT

Due to the anticipated severe weather, this item was deleted from the agenda earlier in the meeting.

FOUNDATION REPORT

Due to the anticipated severe weather, this item was deleted from the agenda earlier in the meeting.

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, Kaufman, Block
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)

B. Administration

1. First Reading – Revised Policy 1.111: Board Member Attendance by a Means Other Than Physical Presence

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve for first reading revised policy 1.111, Board Member Attendance by a Means Other Than Physical Presence, as presented. The policy is included in Chapter I, Board of Trustees, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – New Policy 3.072: Medical Withdraw

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve for first reading new policy 3.072, Medical Withdraw, as presented. The policy is proposed for inclusion in Chapter III, Student of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – New Policy 3.40: Disability Services Documentation

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve for first reading new policy 3.40, Disability Services Documentation, as presented. The policy is proposed for inclusion in Chapter III, Student, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. First Reading – Revised Policy 5.23: Technology Acceptable Use

Mr. Rhyne moved and Ms. Groezinger seconded the motion to approve for first reading revised policy 5.23, Technology Acceptable Use, as presented. The policy is included in Chapter IV, Finance and Facilities, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. First Reading – New Policy 5.231: Password Controls
Ms. Kaufman moved and Mr. Block seconded the motion to approve for first reading new policy 5.231, Password Controls, as presented. The policy is proposed for inclusion in Chapter IV, Finance and Facilities, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. First Reading – Revised Policy Appendix: Information Technology Acceptable Use Guidelines
Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve for first reading revised policy appendix, Information Technology Services Acceptable Use Guidelines, as presented. This is included in the appendix of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Real Estate Donation Agreement Between Highland Community College and the Highland Community College Foundation for Use by the Highland Community College Agriculture Department
Ms. Groezinger moved and Mr. Block seconded the motion to authorize acceptance of the real estate donation agreement, as presented, between Highland Community College and the Highland Community College Foundation of an estimated five acres of land, as outlined in the agreement, generally located in the 3000 block of West Stephenson Street, Freeport, Illinois for use by the Highland Community College Agriculture Department.

Mr. Endress informed trustees that the handout could be found on the computer at their places, and it is the same document that was previously discussed.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Nursing Instructor

Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to approve the appointment of Ms. Anna Beswick as a full-time, tenure track Nursing Instructor in the Nursing and Allied Health Division, beginning August 15, 2024, at an FY25 salary of \$62,122 (based on MSN+0, with two 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, Kuhlemeier, Kaufman, Block, Endress,
Groezinger
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Grant Funded)

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve the appointment of Ms. Rachel Stewart as a full-time College Access Specialist, TRIO Educational Opportunity Centers (EOC) beginning July 1, 2024, at an FY25 salary of \$46,167, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY25 budget. This position is dependent on continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

It was noted that Ms. Kuhlemeier abstained from voting due to her working relationship with Ms. Stewart.

3. Appointment: Head Coach/Coordinator, Athletic Compliance

Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion to approve the appointment of Mr. Chance Sharp as full-time Head Coach/Coordinator, Athletic Compliance beginning June 3, 2024, at an FY24 salary of \$49,205, 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: Kuhlemeier, Kaufman, Block, Endress, Groezinger, Boldt
Rhyne
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. New Job Description: Career Services Specialist
Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the new job description for Career Services Specialist, as presented, with placement at range 23 on the Highland Salary Range Table. This is a full-time, classified position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. New Job Description: Manufacturing Mentor/Coach (Grant Funded)
Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve the new job description for Manufacturing Mentor/Coach, as presented, with placement at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY25 grant year. This position is dependent upon continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Revised Job Description: Student Success Coach (Grant Funded)
Ms. Groezinger moved and Mr. Rhyne seconded the motion to approve the revised job description for the Student Success Coach, as presented. This is a full-time, exempt professional, grant-funded position and is included in the FY24 budget. Beginning in FY25, the position will be partially grant funded by the Room 2 Grow grant, which will be funded through December 2027. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Acceptance of Staff Member Requesting to Participate in the Planned Retirement Program
Mr. Rhyne moved and Ms. Kuhlemeier seconded the motion to accept the request of the following staff member to participate in the Planned Retirement Program.

Pam Harrison, planned retirement May 1, 2027

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Change Order with Interact Communications for General Marketing Media Buy/
Digital Advertising

Ms. Groezinger moved and Ms. Kuhlemeier seconded the motion to approve the change order, as presented, between Highland Community College and Interact Communications for the additional allocation of \$33,024.00 toward the College's current year-round digital media advertising buy running through September 2024, including Interact's media management fee, collateral development using Highland imagery, and reporting services. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Course Fee Change for Spring 2025

Ms. Kuhlemeier moved and Ms. Groezinger seconded the motion that the following course fee change be approved beginning with the Spring 2025 semester.

<i>Course</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
AGOC 224 Artificial Insemination	\$105.00	\$0.00

The needed resources are being donated by Select Sires, so there is no need to have the fee.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Auditor for Fiscal Year 2024

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2024 at a cost not to exceed \$67,500 for the main audit, \$2,500 for the Consolidated Year-end Financial Report (CYEFR), and \$5,500 for each additional major program. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Memorandum of Understanding with Transformative Community Health for Campus Based Mental Health Services

Ms. Groezinger moved and Mr. Block seconded the motion that the Board of Trustees approves the one-year Memorandum of Understanding (MOU) between Highland Community College and Transformative Community Health at a cost of \$141,347 for the provision of student mental health counseling, consultation, training, awareness campaign, data collection and analysis, and development of a peer mentor program. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Purchase of Copiers and Printers from Marco Technologies, LLC, and Related Maintenance

Ms. Groezinger moved and Mr. Block seconded the motion to approve the quote from Marco Technologies, LLC, as presented, for the purchase of six copiers and six printers for a total cost not to exceed \$42,555, and related service contact at a cost of \$437.80 per month for 12 months. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2024 bills, including Board travel, amounting to \$603,998.84, Automated Clearing House (ACH) debits W0000654 amounting to \$46,903.96, Other

Debits D0000126 amounting to \$95.50, and Electronic Refunds of \$28,213.58, with 6 adjustments of \$2,574.61, such warrants amounting to \$676,637.27. Transfers of funds for payroll amounted to \$684,632.60. The roll call on the motion was as follows:

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

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

REPORTS

Due to the anticipated severe weather, the reports were removed from the agenda earlier in the meeting.

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: Groezinger, Boldt, Rhyne, Kuhlemeier, Kaufman, Block, Endress
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 4:36 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: Boldt, Rhyne, Kaufman, Block, Endress, Groezinger
NAYS: None

At 5:16 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: Vice President/Chief Academic Officer (CAO), Academic Services
Ms. Groezinger moved and Mr. Boldt seconded the motion to approve the appointment of Mr. Jim Phillips as Vice President/Chief Academic Officer, Academic Services beginning July 1, 2024, at a FY25 salary of \$145,000, plus appropriate fringe benefits. This is a full-time, exempt administrative position and is within the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

No action was necessary.

OLD BUSINESS

YMCA Child Care Center Lease

Ms. Kuberski provided an update regarding the Child Care Center lease, noting that she and Ms. Janssen met with Mr. Rich Haight and Ms. Stephanie Diehl of the YMCA and proposed a one-year lease with the ability to extend the lease an additional year, if the YMCA invokes the clause. Mr. Haight and Ms. Diehl indicated they need two years and want a two-year lease plus the ability to extend the lease an additional year. Ms. Kuberski explained that Mr. Haight and Ms. Diehl felt that the College was issuing them their “walking papers.” Ms. Kuberski explained to them that she and Ms. Janssen thought they had previously indicated they needed one year. This was based on the original conversation they had and that the College did not want to tie its hands with a three-year contract. Ms. Kuberski believes that Mr. Haight understood by the end of the meeting but she wanted trustees to be aware. The College architect will meet with the task force on June 6 and will provide information on costs for the potential athletic, learning, and event center. Ms. Kuberski believes there are starting to be rumblings that might not put the College in the best light, and she will be meeting with Mr. Haight.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The June 25, 2024, Board retreat will begin at 12:30 p.m., with lunch at noon. A budget work session will be held on July 16, 2024, at 3:00 p.m., followed by the regular meeting at 4:00 p.m.

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:26 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