

Highland Community College
Board Retreat
June 25, 2024
Highland Community College Student/Conference Center
Robert J. Rimington Board Room
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Jim Endress, Board Chairperson, called the meeting to order at 12:32 p.m.

Members Physically Present: Mr. Doug Block, Mr. Jim Endress, Ms. Pennie Groezinger (departed 3:09 p.m.), Mr. Shawn Boldt, Ms. Sarah Kuhlemeier, Ms. Mary Kaufman, and Mr. Daeshon Verner (arrived 12:37 p.m.)

Members Virtually Present: None

Members Absent: Mr. James Rhyne Jr.

Others Physically Present: Ms. Chris Kuberski, President; Mr. Steve Mihina, Faculty; Mr. Pete Fink, Director, ITS; Dr. Jim Reed, Executive Director, Illinois Community College Trustees Association; 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/Chief Academic Officer, Academic Services and Dean, Humanities, Social Sciences, and Fine Arts; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Karen Brown, Director, Human Resources; Ms. Christie Lewis, HRIS Administrator/HR Generalist; Dr. Andy Dvorak, Retired Faculty; Ms. Dawn Reed, YMCA; and, Mr. Aaron Greene, YMCA

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

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

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

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; collective negotiating matters between the public body and its employees or their representatives under exception 2-C-2; self-evaluation, practices, and procedures or professional ethics under exception 2-C-16; and, the semi-annual review of all Closed Session minutes and tapes under exception 2-C-21, 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, Kuhlemeier, Kaufman, Block
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 12:38 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: Groezinger, Boldt, Kuhlemeier, Kaufman, Block, Endress, Verner
NAYS: None

At 2:36 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

No action was necessary.

Collective Negotiating Matters

No action was necessary.

Board Self-Evaluation

No action was necessary.

Semiannual Review of Closed Session Minutes and Audio Recordings

Ms. Kuhlemeier moved and Ms. Kaufman seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection, and that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 28, 2022; August 16, 2022; September 14, 2022; September 27, 2022; October 18, 2022; November 20, 2022; and, December 20, 2022. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

ADMINISTRATIVE UPDATES

Budget Update

Ms. Janssen provided an update on the FY24 budget, noting that she had included an increase in EAV of six percent and it is actually 13 percent. Corporate Personal Property Replacement Tax (CPPRT) is coming in lower than expected. Unrestricted credit hours for FY24 are estimated at 27,000, which is about 7.5 percent higher than FY23. Overall, Operating Fund revenue is estimated to be about \$400,000 or two percent higher than budgeted. Salaries and benefits were lower than expected, and some expenses were able to be charged to grants. Transfers at the end of the fiscal year may be larger than budgeted. If the results come out as projected, Ms. Janssen believes there will be a surplus of around \$350,000, which would result in a fund balance of \$7.6 million or 46 percent of normal operating expenses. We are currently well into the budget building process for FY25, and Ms. Janssen believes there will be a deficit balance, perhaps as much as \$500,000, but we should be able to maintain a fund balance of 35 percent. She will provide more details at the budget work session in July. The permanent budget will be presented in September.

Salary Increases for Administrative, Professional, and Classified Non-Union Staff

Ms. Janssen explained that when considering pay increases, the College tries to give the non-union employees the same or equivalent increase as other employee groups. For FY25, faculty will receive a three percent increase on the base, while custodial/maintenance will receive 2.5 percent, although the first year of their current contract included fairly large increases due to the increase in minimum wage. In FY24, non-union employees received a 3.5 percent increase. The College also consistently has funds in the budget for compensation study adjustments. At this point, the recommendation is for a 3.5 percent salary increase. There are also some other adjustments that will need to be made related to adjusting the midpoint on the salary range, as well as some adjustments related to Fair Labor Standards Act (FSLA) changes. The recommendation of a 3.5 percent salary increase for eligible non-union employees is in keeping with, or may be a little lower than, market trends. Ms. Brown explained that on July 1, 2024, FSLA changed the salary threshold for employees exempt from overtime, with another change being implemented January 1, 2025.

Implementation of Compensation Range Progression and Salary Adjustments

Ms. Brown reviewed the Board's compensation philosophy, as well as background on the College's

compensation study, explaining that ranges and positions are reviewed for external competitiveness using College and University Personnel Association (CUPA), local, and regional data. About half of the positions are reviewed every year. Currently, Human Resources staff are seeing some rejections of job offers based on compensation, so they are looking at a faster pace to get to midpoint of the salary range. On the *Great Colleges to Work For* survey, one statement was, "I am paid fairly for my work." Of those who responded, 29 percent were positive, 31 percent were neutral, and 40 percent had a negative response. Ms. Lewis shared a recommendation for range progression and salary adjustments, and a recommendation regarding capping employees who reach the maximum salary range. She explained that, by changing the range progression, more weight may be given for progression. If approved, she expects this change to cost the College \$20,000 for non-grant employees, and \$1,200 for the one grant employee affected. These increases would be effective July 1, 2024. Ms. Lewis reviewed the range progression change, noting that the progression is currently 13 years, and the recommendation is to change it to 10 years. This will impact placement of current employees and incoming candidates. This will also shorten the time for employees to get to the maximum salary so there is a recommended change for individuals who reach their maximum. Currently, if an employee reaches the maximum of their salary range, one-half of the amount over the maximum is given in a stipend. The recommendation is to change this so that the employee receives the full amount in a stipend. The College will also observe the SURS 6 percent rule.

Institutional Vision for Equity Related to Diversity, Equity, Inclusion, and Belonging (DEIB) Definitions

Ms. Kuberski shared that about two years ago, the Diversity Committee developed definitions for diversity, equity, and inclusion, and the thought was to post the definitions on the diversity web page. The definitions were brought to the Diversity Oversight Committee, chaired by Ms. Kuberski. At Opening Days in January 2023, feedback was received from all employee groups on the definitions through a follow-up survey. The feedback was reviewed by the Diversity Oversight Committee, and a definition of "belonging" was added. College Council reviewed each definition individually, with the feedback taken back to the Diversity Oversight Committee. The definitions are done but Ms. Kuberski did not want to move forward without the Board seeing them. Attorney Tim Zollinger indicated some colleges have been singled out with some lawsuits because of DEI but he does not believe this is an issue. Ms. Kuberski explained that certain states have had more reactions (to DEIB definitions), such as Florida, but she is not aware of anything happening in Illinois. She explained that the definitions first went to the Policy Committee, but there was a reaction that they are not policy but philosophy. Therefore, the definitions are being brought to the Board now to see if trustees want to take action or if they prefer to just review the definitions. It was explained that this is more of a philosophy of how to approach DEIB. Mr. Boldt noted his preference to get Ms. Groezinger's input on the definitions. Ms. Kuhlemeier shared that legally the College cannot exclude anyone, so what harm would there be in putting them on the website? It is suggested that this is informational and does not need Board action. Ms. Kuhlemeier asked that a draft of the web page be provided to trustees by the August Board meeting so trustees could see what the page would look like. Ms. Kuberski will ask Ms. Jeniece Smith, Director of Marketing & Community Relations, to do a mockup of the page, and this will be sent to trustees to review ahead of time. Following that, it will be brought back for discussion under old business.

MAIN MOTIONS

A. Academic (None)

B. Administration

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

Mr. Block moved and Mr. Boldt seconded the motion to approve for second 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: Kuhlemeier, Kaufman, Block, Endress, Boldt, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – New Policy 3.072: Medical Withdraw

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve for second 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: Kaufman, Block, Endress, Boldt, Kuhlemeier, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

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

Ms. Kuhlemeier moved and Mr. Block seconded the motion to approve for second 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: Block, Endress, Boldt, Kuhlemeier, Kaufman, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

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

Mr. Block moved and Mr. Boldt seconded the motion to approve for second 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: Endress, Boldt, Kuhlemeier, Kaufman, Block, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Second Reading – New Policy 5.231: Password Controls

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve for second 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: Boldt, Kuhlemeier, Kaufman, Block, Endress, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Second Reading – Revised Policy Appendix: Information Technology Acceptable Use Guidelines

Mr. Boldt moved and Mr. Block seconded the motion to approve for second 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: Kuhlemeier, Kaufman, Block, Endress, Boldt, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description: Dean, Humanities, Social Sciences, and Fine Arts

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion that the Board of Trustees approves the revised job description for the Dean, Humanities, Social Sciences, and Fine Arts, as presented. This is a full-time, administrative position and is included in the FY24 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Financial Aid Specialist II

Mr. Block moved and Ms. Kaufman seconded the motion to approve the revised job description for Financial Aid Specialist II, as presented. This will become a full-time, non-exempt professional position and is included in the FY24 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Compensation Adjustment: Vice President/CSSO, Student Development and Support Services

Ms. Kaufman moved and Mr. Boldt seconded the motion to approve a compensation adjustment for Liz Gerber, Vice President/CSSO of Student Development and Support Services, in the amount of \$6,500 effective July 1, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Compensation Adjustment: Head Coach/Coordinator, Athletic Operations

Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve a compensation adjustment for Luke Norman, Head Coach/Coordinator, Athletic Operations, in the amount of \$2,158 effective February 28, 2024, as a result of the change in his job title and duties from Head Coach/Coordinator, Sports Information and Intramurals to Head Coach/Coordinator, Athletic Operations, which was approved by trustees at their February 27, 2024, regular meeting. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Compensation Adjustment: Technical Coordinator, Fine Arts/Theatre Technical Director

Ms. Kuhlemeier moved and Ms. Kaufman seconded the motion to approve a compensation adjustment for Alex Jansen, Technical Coordinator, Fine Arts/Theatre Technical Director, in the amount of \$3,500 effective July 1, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Compensation Adjustment: Director, Information Technology Services
Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve a compensation adjustment for Pete Fink, Director, Information Technology Services, in the amount of \$1,754 effective July 1, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Approval of Salary Increases for Eligible Administrative, Professional, and Classified Non-union Staff
Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve an FY25 salary increase for eligible administrative, professional, and classified non-union staff in an amount of 3.5% of an individual's FY24 pay rate effective with the start of FY25 (July 1, 2024). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

8. Implementation of Compensation Range Progression and Salary Adjustments
Mr. Boldt moved and Ms. Kaufman seconded the motion to approve a change to the range progression model used for salary ranges and compensation adjustments by modifying the time to midpoint from 13 years to 10 years of service for non-union, administrative, professional and classified employees, and adoption of the salary adjustments be effective July 1, 2024. The estimated cost for FY25 salary adjustments will not exceed \$20,000 for non-grant positions and \$1,200 for grant positions. Support of the adjustment for the eligible grant employee will be determined following a review of grant funds. It is further recommended that, effective July 1, 2024, the College's guidelines for employees reaching the maximum of the position range placement be modified, so that if an increase to base salary causes an employee to meet or exceed their salary range maximum, the employee receives the whole salary amount remaining after reaching the maximum amount of the position range. Currently, the employee is given half of the amount remaining. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

9. Appointment: Agriculture Instructor

Mr. Block moved and Ms. Kaufman seconded the motion to approve the appointment of Olivia Kepner as a full-time, tenure track Agriculture Instructor in the Business and Technology Division, beginning August 15, 2024, at an FY25 salary of \$59,704 (based on MA + 0, with 1 year 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, Kuhlemeier, Kaufman, Block, Endress, Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. University of Illinois Extension – Stephenson County Lease Agreement

Mr. Boldt moved and Ms. Kuhlemeier seconded the motion that the Highland Community College Board enters into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 3,007 square feet of space in the Community Services Center, at the following annual rates:

\$44,312.52 for the period July 1, 2024 through June 30, 2025 (FY25)
\$45,641.88 for the period of July 1, 2025 through June 30, 2026 (FY26)
\$47,011.20 for the period of July 1, 2026 through June 30, 2027 (FY27)

The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Intercollegiate Athletic Insurance

Ms. Kuhlemeier moved and Mr. Verner seconded the motion to authorize President Chris Kuberski to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$33,670. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Property and Liability Insurance
Mr. Boldt moved and Ms. Kaufman seconded the motion to authorize President Chris Kuberski to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator’s Legal Liability, and Umbrella at an annual premium not to exceed \$206,000. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Use of Agency Fund for Sports Center Repairs and Replacements
Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the use of Agency funds for the cost of repairs to the Sports Center, including replacement of the building automation system, removal and replacement of the boiler, and the repair of the fire service line in an amount not to exceed \$26,992. Funds for this purpose are available through the Agency funds. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Acceptance of Bid: New Agriculture Pump House
Ms. Kaufman moved and Mr. Verner seconded the motion to authorize acceptance of the low base bid meeting specifications from Larson and Larson Builders of Loves Park, IL of \$895,500.00 for the construction of a new Agriculture Pump House at the agriculture plots. This bid is within the available funding for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Family YMCA of Northwest Illinois Child Care and Training Center Lease Agreement
Mr. Block moved and Mr. Boldt seconded the motion that the Highland Community College Board enters into a lease agreement with the Family YMCA of Northwest Illinois for occupancy by the YMCA Child Care Center in Building “I” at the following monthly rates:

\$965 July 1, 2024 through June 30, 2025
\$985 July 1, 2025 through June 30, 2026

The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

BOARD UPDATES

There were no Board updates.

OLD BUSINESS

Ms. Kuberski reported that the YMCA task force met with the College architect, Mr. Scott Johnson. Mr. Johnson previously walked through the Sports Center with representatives of the YMCA and the College and came back with recommendations for space for both entities. The College subgroup determined it would be wise to have the same information presented to the Board at a special meeting on July 10. Mr. Johnson will share information based on feedback regarding which areas need to be remodeled and space needed for the field house. He will also give an idea of a timeline for preparing the building drawings, when the “shovel can be in the ground,” and completing the project. He will attend the meeting via Zoom. Ms. Kuberski also explained that the YMCA representatives were in the joint meeting where the information was presented.

NEW BUSINESS

A special Board meeting will be held on Wednesday, July 10, 2024, at 4:00 p.m. The next regular Board meeting is scheduled for July 16, 2024, at 4:00 p.m. and will be preceded by a budget work session at 3:00 p.m. Opening Days will be held on August 15 and 16 with remarks by Ms. Kuberski, Mr. Endress, and Mr. Dan Dick on the 15th. Mr. Endress will grill butterfly porkchop sandwiches for lunch for faculty and staff during Opening Days on Friday, August 16, and the Board budget will cover the cost of having the Just 4 Fun ice cream truck on campus for dessert. Trustees are invited to help serve lunch, if available.

ADJOURNMENT

Mr. Block moved and Ms. Kaufman seconded the motion to end the meeting. At 3:57 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