

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 4:03 p.m. on July 16, 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. Mary Kaufman, and Mr. Daeshon Verner

The following members attended virtually: Ms. Sarah Kuhlemeier

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, 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, Vice President/CAO, Academic Services and Dean, Humanities, Social Sciences, and Fine Arts; Ms. Karen Brown, Director, Human Resources; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Alyssa Lipinski, Digital Media & Creative Specialist; Mr. Jeremy Bradt, Director, Enrollment & Records; and, Dr. Andy Dvorak, Retired Faculty

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

Mr. Endress stated that Ms. Kuhlemeier was under the weather and requested to attend virtually. Mr. Boldt moved and Mr. Verner seconded the motion to allow Ms. Kuhlemeier to attend the meeting virtually. 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.

APPROVAL OF AGENDA

Mr. Endress recommended moving agenda items VII (Budget Report) and VIII (Foundation Report) to item XI (Reports). Mr. Block moved and Ms. Kaufman seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Boldt moved and Mr. Block seconded the motion to approve the minutes of the May 21, 2024, Audit & Finance Committee meeting and regular meeting, and the June 25, 2024, Board retreat, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

BUDGET REPORT

This item was moved to item XI (Reports) earlier in the meeting.

FOUNDATION REPORT

This item was moved to item XI (Reports) earlier in the meeting.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Freeport School District #145 for the 2024-2025 Academic Year FY25)
Recommendation: That the Board of Trustees approves the CollegeNOW agreement, as presented, for the 2024-2025 (FY25) academic year for qualified students attending Freeport School District #145.
2. Authorization to Enter Into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2024-2025 Academic Year
Recommendation: That the Board of Trustees authorizes the College President and Board Chair to enter into dual credit agreements for the 2024-2025 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, River Ridge, Scales Mound, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, Hinckley-Big Rock, North Boone, Pecatonica, and Stillman Valley.
3. Curriculum & Instruction Committee Report
Recommendation: That the report of the course and curriculum changes for the July 1, 2023, through June 30, 2024, period be approved, as presented.

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. Verner seconded the motion to approve the consent items, as presented. 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.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Change in the Planned Retirement Program for Full-time Administrative, Professional, and Classified Non-union Employees

Mr. Boldt moved and Mr. Block seconded the motion to approve a change in the Planned Retirement Program effective July 1, 2024, for full-time Administrative, Professional, and Classified non-union employees to exclude stipends granted by the President for additional work duties from the 3.25% raise amount. 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. Part-time Instructor Salary Rates

Ms. Kaufman moved and Mr. Block seconded the motion to approve the part-time instructor salary rates for the 2024-25 (FY25) academic year, effective with the 2024 Fall semester, as presented. It was further recommended that the merit increment of \$15 per contact hour over part-time rate, which was approved by the Board of Trustees on August 15, 2018, remains intact.

Current Part Time Faculty Rates (FY24)

	Less than MA	w/ merit increment	MA (or more)	w/ merit increment
Part Time Instructor I	\$ 510.00	\$ 525.00	\$ 565.00	\$ 580.00
Part Time Instructor II	\$ 517.00	\$ 532.00	\$ 575.00	\$ 590.00
Part Time Instructor III	\$ 525.00	\$ 540.00	\$ 587.00	\$ 602.00

(Per contact hour)

Proposed Part Time Faculty Rates (FY25)

	Less than MA	w/ merit increment	MA (or more)	w/ merit increment
Part Time Instructor I	\$ 585.00	\$ 600.00	\$ 640.00	\$ 655.00
Part Time Instructor II	\$ 592.00	\$ 607.00	\$ 650.00	\$ 665.00
Part Time Instructor III	\$ 600.00	\$ 615.00	\$ 662.00	\$ 677.00

(Per contact hour)

Proposed Part Time Faculty Percent Increase (FY25)

	Less than MA	w/ merit increment	MA (or more)	w/ merit increment
Part Time Instructor I	14.7%	14.3%	13.3%	12.9%
Part Time Instructor II	14.5%	14.1%	13.0%	12.7%
Part Time Instructor III	14.3%	13.9%	12.8%	12.5%

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.

C. Personnel

1. Revised Job Description: Technical Coordinator, Fine Arts/Theatre Technical Director

Ms. Kaufman moved and Mr. Block seconded the motion to approve the revised job description, as presented, for the Technical Coordinator, Fine Arts/Theatre Technical Director position. This is a full-time, exempt professional position and is included in the FY25 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.

2. Revised Job Description: Vice President/CSSO, Student Development and Support Services

Mr. Block moved and Mr. Boldt seconded the motion to approve the revised job description, as presented, for the Vice President/CSSO, Student Development and Support Services position. This is a full-time, administrative position and is included in the FY25 budget. 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.

3. Appointment: Coordinator, Upward Bound (Grant Funded)

Mr. Endress noted a change in the start date for Ms. Casey Coon from July 22, 2024, to July 29, 2024. He also noted that the position was dependent on continued grant funding. Ms. Kuhlemeier indicated she would abstain from voting on the recommendation due to a working relationship with Ms. Coon.

Mr. Block moved and Ms. Kaufman seconded the motion to approve the appointment, as amended, of Ms. Casey Coon as full-time Coordinator, Upward Bound beginning July 29, 2024, at an FY25 salary of \$46,135, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY25 budget. The roll call on the motion was as follows:

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

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

4. Appointment: Student Success Coach (Grant Funded)

Ms. Kaufman moved and Mr. Block seconded the motion to approve the appointment of Mr. Brett Swalve as full-time Student Success Coach beginning July 17, 2024, at an FY25 salary of \$44,000, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY25 budget. Mr. Endress noted that the position was dependent on continued grant funding. 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.

5. Appointment: Coordinator, Student Success

Ms. Kaufman moved and Mr. Block seconded the motion to approve the appointment of Ms. Jennifer Smith-Norman as full-time Coordinator, Student Success beginning July 29, 2024, at an FY25 salary of \$54,569, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY25 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.

6. Appointment: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded)
Mr. Block moved and Mr. Boldt seconded the motion to approve the appointment of Ms. Roshelle Sims as full-time Director, TRIO Educational Opportunity Centers (EOC) beginning July 29, 2024, at an FY24 salary of \$56,148, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY24 grant budget. This position is dependent on continued grant funding. 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.

Mr. Block requested that a report be given in the future on the student loan default rate.

D. Financial

1. Tentative Budget for Fiscal Year 2025
Ms. Kaufman moved and Mr. Boldt seconded the motion that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2024-2025 and setting the public hearing date thereon for September 24, 2024.

RESOLUTION: Be it resolved that the Tentative Budget for the fiscal year 2024-2025, as presented, be conveniently made available for public inspection after this date through September 24, 2024, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

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.

2. Service Agreement with Stratus Networks, Inc. for Dedicated Internet Access
Ms. Kaufman moved and Mr. Block seconded the motion to approve the service order, as presented, from Stratus Networks, Inc. for dedicated internet access at a cost not to exceed \$400 per month (\$4,800 per year) for five years. 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.

3. Acceptance of Quote for Fortinet Information Technology Subscription Security and Maintenance Services from Paragon Development Systems (PDS)

Mr. Block moved and Mr. Boldt seconded the motion to approve the quote, as presented, for Fortinet information technology subscription security and maintenance services from Paragon Development Systems (PDS) at a cost not to exceed \$167,144 over three years. 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.

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

Mr. Block moved and Ms. Kaufman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the May 2024 bills, including Board travel, amounting to \$951,550.04, Automated Clearing House (ACH) debits W0000655 amounting to \$42,822.47, Other Debits D0000127 amounting to \$17,100.00, and Electronic Refunds of \$428.00, with 11 adjustments of \$21,199.20, such warrants amounting to \$990,701.31. Transfers of funds for payroll amounted to \$1,049,851.08. 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 and the Resolution adopted.

5. Payment of Bills and Agency Fund Report – June 2024

Mr. Block moved and Ms. Kaufman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the June 2024 bills, including Board travel, amounting to \$1,489,869.21, Automated Clearing House (ACH) debits W0000656 amounting to \$50,013.57, Other Debits D0000128 amounting to \$104.34, and Electronic Refunds of \$1,536.44, with 1 adjustment of \$12.29, such warrants amounting to \$1,541,511.27. Transfers of funds for payroll amounted to \$651,841.65. 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 and the Resolution adopted.

REPORTS

Treasurer's Report

Statements of Revenue, Expenditures, and Changes in Fund Balance

Ms. Kaufman asked if there would be more revenue received before the end of the current fiscal year, and Ms. Janssen explained that revenue will show an increase as of June 30, 2024.

Comparison of Budget with End-of-Year Projections – June 30, 2024

There was no additional report.

Student Trustee

Mr. Verner asked for clarification on the consent items approved earlier in the meeting, and Mr. Endress explained that consent items are approved all at one time instead of individually.

Audit & Finance Committee

There was no report.

Illinois Community College Trustees Association (ICCTA)

ICCTA has not met during the summer.

Association of Community College Trustees (ACCT)

There was no report.

Board Chair

Mr. Endress reported that things are running smoothly with the exception of trying to get enough people together at the right time for Board meetings.

President

Ms. Kuberski reported that the last two or three Mondays, Fall enrollment has been holding at about four percent up from last Fall. Last Fall was up 15 percent from the year before. She hopes to be able to announce at Opening Days that we have had four semesters in a row for sure and hopefully a fifth straight semester with an increase in enrollment due to the efforts of all. Admissions & Records and Advising have had a steady flow of students. The Thomson Prison cohort was delayed in starting by two weeks. This year, there are 12 in the cohort, up from eight last year. These students will now roll into the Fall semester. Nursing has close to 20 students for Fall semester, which is better than it has been, and the second-year students are stronger than last year. This is all pointing to a strong enrollment in the Fall.

Foundation

Mr. Dick reported that the Foundation has secured funding through Ms. Nancy Ferguson Seeley's family in memory of Ms. Seeley, and her family fulfilled her final pledge that she had been considering when she passed away. Mr. Dick met with Mr. Jim Phillips earlier to discuss using the gift within the donor's intent, and there are great improvements that will happen specifically for the Arts on campus. The Foundation also plans to create an endowment to support the Arts at Highland. The Foundation team will launch an effort later this fiscal year to grow the fund further beyond the legacy made by Ms. Seeley and her family. The Corporate Partnership Program has launched for this academic year, led by Mr. Matt Mullen, Foundation Director of Development.

Mr. Dick encouraged trustees to let the Foundation or Mr. Mullen know if they are aware of any businesses that may like to build their relationship with the Foundation. The Foundation annual golf outing is scheduled for September 6 at the Freeport Club, and trustees are encouraged to participate or greet attendees. The Foundation's annual Scholarship Ceremony is scheduled for September 29. The Foundation Executive Committee will meet next week, and the full board will meet next month. Mr. Dick concluded his report by noting that he will be presenting to faculty and staff at Opening Days again this year.

Budget

There was no additional report. Mr. Endress encouraged trustees to reach out if they have questions from the budget work session.

CLOSED SESSION

Mr. Block moved and Mr. Boldt 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, Boldt, Kuhlemeier, 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 4:34 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 4:44 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

YMCA Child Care Center Lease

Ms. Kuberski reminded trustees that last week's special Board meeting focused on the potential athletic, learning, and event center. A meeting was also held with representatives of the YMCA and the College, with two of the YMCA's board members in attendance. Another meeting will be held prior to the August 27 Board meeting to answer questions, and if the YMCA representatives have additional questions, they are to let Ms. Kuberski know. Mr. Rich Haight of the YMCA would like a floor plan regarding shared spaces, which the architect did not take into consideration. The YMCA representatives believe that they need to discuss this, and then Mr. Haight will reach out to Ms. Kuberski with information or to schedule another meeting prior to August 27. Ms. Kaufman noted that the meeting last week opened her eyes regarding the possibility of people being displaced during the renovation process and how the College can protect itself. Ms. Kuberski noted that the College would need to renegotiate the contract and have that secured before moving forward. At the meeting yesterday, the YMCA questioned why they would invest money in a building they did not own. They have also communicated that they have no ability to secure a loan because they have no collateral and do not have a foundation or money for a feasibility study. Many of the comments they made were things that were said a year ago. Mr. Block stated that the College needs to look at commercial rental rates, what our investment would be, and what the rental rate would be. Ms. Kuberski told the YMCA representatives that they might want to consider a lease agreement. It was noted that 50 years ago, when the current facility was built, the College invested \$1.25 million in the facility with the YMCA investing \$1.05 million, and the YMCA did not own the building back then either.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

Opening Days is scheduled for August 15 and 16, and the Board will help serve lunch on Friday. Ms. Kuberski expressed her appreciation to the trustees for making the gesture to serve lunch and sponsor the ice cream truck. The next regular Board meeting is scheduled for August 27, 2024. If needed, a special meeting will be held on August 7 at 5:00 p.m. to approve the hiring of new employees prior to Opening Days. This would be a short meeting but trustees were reminded that a quorum must be physically present in the Board room. The next quarterly Board retreat is scheduled for September 12, 2024, at 11:00 a.m. Mr. Anderson announced that the Thomson cohort graduation is scheduled for October 1, 2024, at 10:00 a.m. in H-201. Faculty are working on their two-week break between semesters so that the class can finish up early. Ms. Kaufman expressed her thanks to Mr. Anderson and Mr. Todd Vacek for coming in on their day off (Juneteenth) to show off the welding lab to the Kiwanis club. Ms. Kuberski was asked if there would be a public groundbreaking for the Ag pump house, and she believes there will be a small group for the groundbreaking, and then a larger ribbon-cutting event later. No date has been selected yet for the groundbreaking.

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 4:58 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