

**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 September 24, 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, Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier, Ms. Mary Kaufman, and Mr. Daeshon Verner (arrived 4:01 p.m.; departed 4:56 p.m.)

The following members attended virtually: None

The following members were absent: Ms. Pennie Groezinger

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

Others virtually present: Ms. Jill Janssen, Vice President/CFO, Administrative Services, Board Treasurer; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Jim Phillips, Vice President/CAO, Academic Services and Dean, Humanities, Social Sciences, and Fine Arts; Mr. Dan Dick, Executive Director, HCC Foundation; Ms. Stephanie Winnekins, Coordinator, Business Institute; Mr. Zacharey Green, Career Services Specialist; Mr. Jeremy Bradt, Director, Enrollment & Records; Mr. Anthony Musso, Coordinator, Career Services; Mr. Pete Norman, Director, Athletics & Physical Education; Ms. Melissa Johnson, Faculty; and, Dr. Andy Dvorak, Retired Faculty

**APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS**

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

**APPROVAL OF AGENDA**

Mr. Block moved and Mr. Rhyne seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Ms. Kuhlemeier moved and Mr. Block seconded the motion to approve the minutes of the August 7, 2024, special meeting and the August 27, 2024, regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC HEARING CONCERNING THE 2024–2025 BUDGET**

At 4:02 p.m., Mr. Endress stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2024-2025 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Endress asked if any trustees had comments regarding the 2024-2025 budget, and there were none. He asked if the Board Secretary had received any written testimony concerning the 2024-2025 budget, and there was none. Mr. Endress asked if there was any oral testimony or public comments concerning the 2024-2025 budget, and there was none. Mr. Endress stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2024-2025 budget. Ms. Kaufman moved and Mr. Boldt seconded the motion to end the Public Hearing. The roll call on the motion was as follows:

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

At 4:03 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2024-2025 budget ended.

**APPROVAL OF 2024-2025 BUDGET**

Mr. Rhyne moved and Ms. Kaufman seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2024-2025 budget. The roll call on the motion was as follows:

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

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

**PUBLIC COMMENTS**

There were no public comments.

**INTRODUCTIONS**

Mr. Anderson introduced Ms. Stephanie Winnekins, Coordinator, Business Institute. Ms. Gerber introduced Mr. Zacharey Green, Career Services Specialist.

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic (None)

B. Administration (None)

C. Personnel

1. Addition of College Emergency Operations Team Responsibilities to Job Descriptions of Emergency Operations Team Members

Mr. Block moved and Mr. Boldt seconded the motion to approve the addition of the following sentence to the job descriptions listed.

“In accordance with the Risk Management Policy and Program:

- Member of the College’s Emergency Operations Team. Participates in emergency response training and drills and assumes an emergency response function as outlined in the College’s Emergency Operations Plan.”

The roll call on the motion was as follows:

AYES: Kuhlemeier, Kaufman, Block, Endress, Boldt, Rhyne, Verner  
NAY: None

Whereupon the Chairperson declared the motion carried.

2. New Job Description: Career Pathways Navigator (Grant Funded)

Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the new job description for Career Pathways Navigator, as presented, with placement at range 27 on the Highland Salary Range Table. This is a full-time, non-exempt professional,

grant-funded position and is included in the FY25 budget. This position is dependent upon continued grant funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Title and Job Description: Testing Services Specialist  
Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the revised job description and job title for Testing Services Specialist, as presented. This is a full-time, classified position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description and Job Title: Human Resources Generalist  
Mr. Rhyne moved and Ms. Kaufman seconded the motion to approve the revised job description and job title for the Human Resources Generalist, as presented. This is a full-time, non-exempt professional position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Revised Salary Range Placement; Human Resources Generalist  
Ms. Kaufman moved and Mr. Block seconded the motion to approve the revised salary range placement for the Human Resources Generalist with placement at range level 28 on the Highland Salary Range Table. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. New Job Description: Learning Management System (LMS) Administrator/ Instructional Technology Specialist  
Mr. Boldt moved and Mr. Rhyne seconded the motion to approve the new job description for Learning Management System (LMS) Administrator/Instructional Technology Specialist, as presented, with placement at range 30 on the Highland Salary Range Table. 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: Rhyne, Kuhlemeier, Kaufman, Block, Endress, Boldt, Verner  
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Revised Job Title and Job Description: Manager, Lifelong Learning Program  
Mr. Block moved and Ms. Kaufman seconded the motion to approve the revised job description and job title for Manager, Lifelong Learning Program, as presented. This is a part-time, non-exempt professional position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

8. Revised Job Title and Job Description: Manager, Career Services  
Ms. Kuhlemeier moved and Mr. Rhyne seconded the motion to approve the revised job description and job title for Manager, Career Services, as presented. 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: Kaufman, Block, Endress, Boldt, Rhyne, Kuhlemeier, Verner  
NAYS: None

Whereupon the Chairperson declared the motion carried.

9. Compensation Adjustment: Manager, Career Services  
Ms. Kaufman moved and Mr. Verner seconded the motion to approve an in-range compensation adjustment in the amount of \$2,541 for the incumbent in the Manager, Career Services position, Anthony Musso, effective September 25, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

10. Revised Job Title and Job Description: Human Resources Manager, Workforce Development and Analytics  
Mr. Block moved and Mr. Rhyne seconded the motion to approve the revised job description and job title for Human Resources Manager, Workforce Development and Analytics, as presented. 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: Endress, Boldt, Rhyne, Kuhlemeier, Kaufman, Block, Verner  
NAYS: None

Whereupon the Chairperson declared the motion carried.

11. Revised Salary Range Placement and Compensation Adjustment: Human Resources Manager, Workforce Development and Analytics

Mr. Verner moved and Ms. Kuhlemeier seconded the motion to approve the revised salary range placement for the Human Resources Manager, Workforce Development and Analytics with placement at range level 33 on the Highland Salary Range Table, along with a compensation adjustment in the amount of \$5,474 for the incumbent in the position, Christie Lewis, effective September 25, 2024. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

12. Second Reading – Revised Policy 3.28: Prohibition of Sex Discrimination

Ms. Kuhlemeier moved and Ms. Kaufman seconded the motion to approve for second reading revised policy 3.28, Prohibition of Sex Discrimination, which is included in Chapter III, Student, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Service Agreement with Interact Communications for General Marketing Media Buy/Digital Advertising

Ms. Kaufman moved and Mr. Block seconded the motion to approve the agreement between Highland Community College and Interact Communications, as presented, for the execution of a year-round digital media advertising buy in the amount of \$139,480 for the period of October 2024 through September 2025, including Interact's media management fee, collateral development using Highland imagery, and reporting services. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Resolution and Memorandum of Understanding (MOU) Between the City of Freeport, Freeport Park District, Highland Community College Foundation, and Highland Community College Regarding Support and Commitment of Funds for a Grant Application to the Illinois Department of Transportation's Transportation Enhancement Program (ITEP) for Pedestrian/Bicycle Facilities

Mr. Block moved and Mr. Boldt seconded the motion that the Highland Community College Board approve the Memorandum of Understanding (MOU) between the City of Freeport, Freeport Park District, Highland Community College Foundation, and Highland Community College, as presented, outlining the College's support and commitment of funds to facilitate the submittal of an application to the Illinois Department of Transportation's (IDOT's) Transportation Enhancement Program (ITEP) for expansion of Pedestrian/Bicycle Facilities, including the commitment of \$333,000 as the College's portion of the required 20 percent match for the City of Freeport's \$4,000,000 application for ITEP funding. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report – August 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 August 2024 bills, including Board travel, amounting to \$1,469,636.75, Automated Clearing House (ACH) debits W0000658 amounting to \$41,449.78, and Electronic Refunds of \$2,033.00, with 7 adjustments of \$4,742.00, such warrants amounting to \$1,508,377.53. Transfers of funds for payroll amounted to \$628,786.86. The roll call on the motion was as follows:

AYES: Block, Endress, Boldt, Rhyne, 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*  
There was no report.

### *Budget Update*

There was no additional report.

### Foundation

As a follow-up to action taken earlier in the meeting, Mr. Dick reported that the Foundation would be delighted to gift the bike path owned by the Foundation to the City of Freeport. He noted that the

Foundation golf outing had a “full course,” with thousands of dollars raised for the Leadership Institute, Leadership Forum, and High School Servant Leadership Programs. He noted that the number of Corporate Partners attending the event has grown, and there were many volunteers, including more from the College than ever before. The Foundation Scholarship Awards Ceremony will be held on campus this Sunday at 2:00 p.m., with a smaller group brunch before the event. The Foundation’s annual meeting will be held on November 14, with a social hour at 5:00 p.m., a presentation of the Distinguished Alumni Awards at 6:00 p.m., and an announcement of the Foundation’s newest board members. Mr. Dick has heard from some individuals who had questions about Cougar athletics, and Ms. Gerber is preparing a letter to be sent to the Cougar Backers to make sure the group is informed. The Foundation Development Committee will meet to discuss the major initiatives for 2025, including the utilization of Ms. Nancy Ferguson Seeley’s donation to Fine Arts.

#### Student Trustee

Mr. Verner reported that Student Senate finished their elections. There are new Student Senators, and they are looking at events and activities to plan.

#### Audit & Finance Committee

There was no report.

#### Illinois Community College Trustees Association (ICCTA)

Mr. Boldt was unable to attend the ICCTA September meeting.

#### Association of Community College Trustees (ACCT)

Mr. Boldt reported that he and others are preparing for the upcoming ACCT conference, where many Illinois community colleges will be making presentations. Mr. Boldt would like to do a presentation on behalf of the College at a future conference. Currently, ACCT is covering the expenses for presenters.

#### Board Chair

Mr. Endress announced that he is scheduled for surgery on November 1 and is unsure of his mobility after that.

#### President

There was no report. Mr. Block asked about the enrollment decrease in truck driving and if there was anything trustees could do. Mr. Anderson reported that UMOS has had a significant impact on enrollment. It was noted that perhaps some funds could be put toward advertising with 160 Driving Academy.

### **CLOSED SESSION**

Mr. Block 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: Endress, Boldt, Rhyne, 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 4:39 p.m., the Chairperson declared the meeting in Closed Session.

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

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

At 5:17 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### **ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

### **OLD BUSINESS**

#### *Potential Athletic, Learning, and Event Center*

Ms. Kuberski reported that, based on conversations at the last meeting, it was suggested that she share progress from when the feasibility study for a potential athletic, learning, and event center began, including when the College began working with architect Mr. Scott Johnson and held a special Board meeting. Mr. Block asked that next steps be included in the updates. Ms. Kuberski announced that the next meeting with the full task force will be set when information is received from Mr. Johnson. She is hopeful that Mr. Johnson will provide information in the next three to four weeks.

### **NEW BUSINESS**

Ms. Kuberski announced that earlier (during the budget work session) she received a phone call from Representative Tony McCombie informing Ms. Kuberski that the College is the recipient of an Adult Literacy grant of \$81,000. Ms. Kuberski also reported that during the Freeport City Council's recent meeting, public comments were made that the College needed to use the money that would be put toward the bike path to take care of the international students who had no food, utensils, etc. Mr. Chance Sharp, baseball coach, has reached out to the person who made the public comments to let them know what is allowable to be provided for Division I and Division II athletes, explaining that the international students go through a process, which includes letting the students know that they need to have the means to support themselves before coming to Highland. Ms. Kuberski will work on a letter to the Freeport City Council sharing what is available to our students, including the HOPE fund and food pantry.

**DATES OF IMPORTANCE**

Mr. Endress reminded trustees of the Foundation's Scholarship Awards Ceremony this Sunday. The ICCTA Northwest Region meeting will be held on Tuesday, October 1, at Rock Valley College's Advanced Technology Center in Belvidere. The Thomson cohort graduation will be held on Tuesday, October 1. The next regular Board meeting is scheduled for Tuesday, October 15, at 4:00 p.m. The Association of Community College Trustees Annual Leadership Congress will be held October 22 – 26, 2024. The November regular Board meeting is scheduled for November 26, 2024, at 4:00 p.m. and will be preceded by an Audit & Finance Committee meeting at 3:00 p.m.

**ADJOURNMENT**

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:30 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