

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 Ms. Pennie Groezinger, Board Vice Chairperson, at 4:00 p.m. on October 15, 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, Ms. Pennie Groezinger, Mr. Shawn Boldt (arrived 4:13 p.m.), Mr. James Rhyne Jr., Ms. Sarah Kuhlemeier (departed 5:07 p.m.), Ms. Mary Kaufman (departed 4:14 p.m.; returned 4:16 p.m.), and Mr. Daeshon Verner (departed 4:55 p.m.)

The following members attended virtually: Mr. Jim Endress (departed 4:57 p.m.)

The following members were absent: None

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; Mr. Jim Phillips, Vice President/CAO, Academic Services, and Dean, Humanities, Social Sciences, and Fine Arts; Ms. Liz Gerber, Vice President/CSSO, Student Development & Support Services; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Anthony Musso, Manager, Career Services; Ms. Jeniece Smith, Director, Marketing & Community Relations; Dr. Andy Dvorak, Retired Faculty, and “Smith-Norman PC”

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

Mr. Endress requested to attend the meeting virtually due to back pain. Ms. Kuhlemeier moved and Mr. Verner seconded the motion to approve Mr. Endress attending virtually due to a medical issue. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

Ms. Groezinger reported that the candidate for the Human Resources Generalist position declined the offer, and Ms. Groezinger recommended removing item XI-A-1 (Appointment: Human Resources Generalist) under “Action, if Necessary,” from the agenda. Ms. Kaufman moved and Mr. Block seconded the motion to approve the agenda, as amended. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Block moved and Ms. Kuhlemeier seconded the motion to approve the minutes of the September 12, 2024, Board retreat, and the September 24, 2024, budget work session and regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

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. Kuhlemeier moved and Mr. Verner 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, Verner
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. First Reading – Reaffirmation of Policy on Policies

Mr. Block moved and Mr. Rhyne seconded the motion to approve for first reading the reaffirmation of the Policy on Policies, as presented. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

2. First Reading – Revised Policy 1.03: College Mission, Vision and Core Values
Mr. Endress moved and Ms. Kuhlemeier seconded the motion to approve for first reading revised policy 1.03, College Mission, Vision and Core Values, which is included in Chapter 1, Board of Trustees, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

C. Personnel

1. Appointment: Coordinator, Multimedia Content
Mr. Rhyne moved and Mr. Block seconded the motion to approve the appointment of Mr. Pete Surges as full-time Coordinator, Multimedia Content, beginning October 21, 2024, at an FY25 salary of \$56,078, 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: Kuhlemeier, Kaufman, Block, Endress, Groezinger, Rhyne,
Verner
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

2. Revised Job Title and Job Description: Vice President, Workforce Development
Ms. Kaufman moved and Ms. Kuhlemeier seconded the motion to approve the revised job description and job title for Vice President, Workforce Development, as presented. This is a full-time, administrative position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

3. New Job Description: Dean, Agriculture, Business, and Technology
Ms. Kaufman moved and Mr. Rhyne seconded the motion to approve the new job description for Dean, Agriculture, Business, and Technology, as presented, with placement at range 40 on the Highland Salary Range Table. This is a full-time, administrative position and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

D. Financial

1. Acceptance of Proposal: Purchase of a 2025 Chevrolet 2500 HD Pickup Truck
Ms. Kaufman moved and Mr. Verner seconded the motion to authorize acceptance of the quote from The Bocker Group of Freeport, IL of \$48,988.68 for the purchase of a 2025 Chevrolet 2500HD pickup truck. This purchase was approved for 2022 bond funding and is included in the FY25 budget. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report – September 2024
Ms. Kaufman moved and Mr. Block seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2024 bills, including Board travel, amounting to \$1,647,285.17, Automated Clearing House (ACH) debits W0000659 amounting to \$50,644.97 and International Wire Transfer debits I0000005 of \$9,542.39, Electronic Refunds of \$32,408.97, with 16 adjustments of \$6,898.70, such warrants amounting to \$1,732,982.80. Transfers of funds for payroll amounted to \$703,912.80. The roll call on the motion was as follows:

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

Whereupon the Vice 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

Ms. Janssen reported that a Truth in Taxation notice regarding the tax levy will be posted on the College website in late October and published in one newspaper in each county in mid-November. The notice will include the date of the November 26, 2024, Board meeting because there will need to be a public hearing at that meeting. This timing will allow the College to meet the December deadline for filing in each county. The Truth in Taxation notice is required because the increase in the amount the College is levying as compared to the amount received from last year's tax levy will be greater than 5%. Ms. Janssen talked with the assessors in all four counties and, from what she gathered, the College should probably expect another double-digit increase in property values, with one county looking at as much as a 14% increase. To be able to capture that growth, the College needs to levy at a higher rate.

Foundation

Mr. Dick thanked those who attended the Scholarship Celebration on September 29. Work continues to prepare for year-end giving, leadership-level gifts through the Founders' Circle, and preparing for focused initiatives, such as the Arts giving endowment and discussion with administration on how to generate additional funding for agriculture, leveraging major gifts from both the Ferguson Seeley family and Switzer family. The Foundation is partnering with the President's Office and College to celebrate the newly renovated manufacturing space and the new Mobile Medical Unit. The Corporate Partnership Program is partnering with Ms. Kuberski to reach out to strengthen and build relationships, share the strategic vision of the College, and listen and learn from constituents across the district. Ms. Kuberski will visit Corporate Partners in the central and western parts of Jo Daviess County, and will make visits throughout the district to those Corporate Partners who would like to meet with her. The Foundation Annual Meeting is scheduled for November 14, at 5:00 p.m. at The Freeport Club where five alumni will be honored: Matt Bordner, Delbert Bunker III, Tamisha Bonvillain, Deontae Collier Sr., and Darrel Wichman. A press release will be issued following the event sharing the Distinguished Alumni's accomplishments and what their Highland journey meant to them. Mr. Dick concluded his report by announcing that the Foundation is finalizing plans for its annual spring capstone event, which will be hosted on campus and focused more toward a singular area rather than multiple areas, likely in May or early June. Mr. Dick teased that trustees should think "a night on the red carpet."

Student Trustee

Mr. Verner reported that Student Senate filled all their seats, with some students not able to join Student Senate. The group is working to try to create events.

Audit & Finance Committee

The Audit & Finance Committee will meet on November 26, 2024, at 3:00 p.m.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Block, Ms. Kuberski, Mr. Phillips, and Mr. Anderson attended the ICCTA Northwest Region meeting at Rock Valley College’s Advanced Technology Center. It was interesting to see how their space, which was a former Shopko store, was converted. It was also noted that they have the same machines that the College has, only more.

Association of Community College Trustees (ACCT)

Committee meetings will be held on October 22, and the conference will begin on October 23.

Board Chair

Mr. Endress announced that he will have surgery on October 23, 2024, and he is hoping this will solve his pain issues.

President

There was no report. Ms. Groezinger gave kudos to those involved in the Thomson cohort graduation, which is always an exciting event.

CLOSED SESSION

Mr. Block moved and Mr. Verner 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 under Open Meetings Act exception 2-C-2; and, the purchase or lease of real property under Open Meetings Act exception 2-C-5, 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: Boldt, Rhyne, Kuhlemeier, Kaufman, Block, Endress, Groezinger,
 Verner
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

Ms. Groezinger 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 4:31 p.m., the Vice Chairperson declared the meeting in Closed Session.

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

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

At 4:58 p.m., the Vice Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary.

OLD BUSINESS

Feasibility of an Athletic, Learning, and Event Center

Ms. Kuberski shared the spreadsheet with trustees that listed all the steps that have been taken regarding the potential athletic, learning, and event center, and trustees agreed that the format was useful. She explained that the communication plan is being implemented, and a meeting was held today with all Highland employees, which was also recorded. The history, where the College is now, and the next steps in the process were shared. There were about 20 employees who attended in person and another 40 on Zoom. A faculty meeting will be held tomorrow. Ms. Gerber, Ms. Janssen, and Ms. Kuberski are working on a timeline, which includes the timing of bonds, the Foundation raising potential donations, submitting grant applications, and how it lines up with the 2030 contract. They are not yet ready to present the timeline to trustees at this point. The group continues to work with Mr. Scott Johnson regarding estimating the costs to renovate the pool area with two options: 1) have the YMCA invest in a new pool, so to speak, what that would cost, and our expectation that the space would mirror the new fresh space and would be updated; or 2) get an estimate of renovating in a different way, such as filling in the pool and making it a fitness center. Ms. Kuberski noted that the corner of the roof over the pool area is temporarily held up by timber because it was sagging, and the damage to the roof appears to be greater than what was originally thought. A “patch job” would be around \$100,000 and a “fix job” would be around \$300,000, but we do not want to invest in it at this point without knowing what will happen. Mr. Simpson will ask Mr. Johnson if the space is worth investing in long-term or if it should be “chopped off” and repurposed in some other way. The damage seems to be from chlorine vapor, the mist, and those things so they are trying to think about that from a long-term perspective. Whatever we are investing in now should have a 40- to 50-year year life span, so it is unclear if that space would be truly able to be renovated. Some of the equipment has been damaged, such as heaters that are corroded, which would probably need to be replaced either way, but there is damage beyond that specific area from some of that, which would probably need to be replaced in a remodel. Mr. Simpson would have more information. Ms. Kuberski would like to be able to present the YMCA with an accurate estimate, and the estimate we have right now is old and does not reflect the damage that was recently discovered.

Follow-up on Diversity, Equity, Inclusion, and Belonging (DEIB) Definitions on Website

Several meetings ago trustees reviewed the DEIB definitions and Ms. Kuhlemeier requested to see a mockup of what it would look like on the website. Ms. Kuberski asked if trustees had any feedback about the mockup before it was finalized, and it was agreed to move ahead.

NEW BUSINESS

Mr. Boldt asked if, similarly to what was done with the building update, there could be an Athletic Director update for the next few months until the position is filled. Ms. Kuberski agreed that this could be done under Old Business.

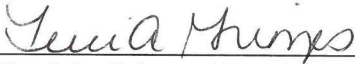
DATES OF IMPORTANCE

The Association of Community College Trustees Annual Leadership Congress will be held next week. The next regular Board meeting is scheduled for Tuesday, November 26, 2024, at 4:00 p.m. and will be preceded by an Audit & Finance Committee meeting at 3:00 p.m. Ms. Kuberski announced that the College is currently planning a ribbon-cutting ceremony on December 12 at 10:00 a.m. for the Manufacturing and CNC Lab.

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:09 p.m., the vote being unanimous and there being no further business, the Vice Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



Terri A. Grimes, Board Secretary
Illinois Community College District No. 519