

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 3:02 p.m. on January 28, 2025, 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, Ms. Mary Kaufman, and Mr. Daeshon Verner (departed 4:59 p.m.)

The following members attended virtually: Ms. Sarah Kuhlemeier

The following members were absent: Mr. James Rhyne Jr.

Others physically present: Ms. Chris Kuberski, President; Mr. Jim Phillips, Vice President/CAO, Academic Services; Mr. Scott Anderson, Vice President, Business, Technology, and Community Programs; Ms. Karen Brown, Director, Human Resources; Mr. Steve Mihina, Faculty Union; Ms. Laura Watson, Faculty Union; Mr. Martin Hilberg, Faculty Union; Mr. Chris Weaver, IFT; Mr. Sam Fiorenza, Faculty Union; Ms. Amy Chamberlin, Faculty; Dr. Andy Dvorak, Retired Faculty; Ms. Barbara Mellinger, Community Member; Mr. Pete Fink, Director, ITS; 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, Vice President/CAO, Academic Services; Ms. Tabitha Engel, Interim Director, Marketing & Community Relations; Ms. Karen Brown, Director, Human Resources; Ms. Elizabeth Boettner, Natural Science Lab Assistant; Mr. Eric Walton, Assistant Men's Basketball Coach; Ms. Jodi Rogers, Office Coordinator, Athletics & Physical Education; Ms. Paige Klever, Executive Assistant to the Vice President/CAO, Academic Services; Ms. Andria Cornelius, Coordinator, Accounting; Ms. Karla Giuffre, Faculty; Ms. Tina Thruman, Student Accounts Specialist, Technical Support; Ms. Sam Schaible, Coordinator, Outreach and Dual Credit; Ms. Alejandra Villa, Student Information Specialist; Mr. Chance Sharp, Head Coach/Coordinator, Athletic Compliance; Mr. Kurt Simpson, Director, Facilities & Safety; Mr. Jim Yeager, Faculty; Ms. Sandy Dunmore, Director, Financial Aid; Mr. Jeremy Bradt, Director, Enrollment & Records; Mr. Dan Dick, Executive Director, HCC Foundation; Mr. Rich Haight, YMCA; Ms. Dawn Reed, YMCA; Mr. Aaron Greene, YMCA; and eight other attendees: Cougars; Jeff's iPhone; Guest; Michele; Stephanie; iPhone; Aaron; and, Smith-Norman PC

MOMENT OF SILENCE IN MEMORY OF FORMER TRUSTEES DENNIS ENDRESS AND MAURITA SCHARMAN

Mr. Endress asked for a moment of silence in memory of former trustees Mr. Dennis Endress and Mrs. Maurita Scharman, who recently passed away.

APPROVAL OF TRUSTEE(S) ATTENDING MEETING VIA ELECTRONIC MEANS

Mr. Endress explained that, due to work commitments, Mr. Rhyne may be joining the meeting virtually later, and Ms. Kuhlemeier requested to attend virtually due to a sick child. Ms. Groezinger moved and Mr. Verner seconded the motion to allow Mr. Rhyne and Ms. Kuhlemeier to attend the meeting virtually. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve the agenda, as presented. 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 November 12, 2024, special meeting, the November 26, 2024, Audit & Finance Committee and regular meeting, and the December 12, 2024, Board retreat, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Ms. Barbara Mellinger, former YMCA bookkeeper and 30-year Cougar Backer, made public comments in support of keeping the present basketball coach and renaming the position to Athletic Director. She also encouraged trustees to vote no on spending \$32,000, plus expenses on a national search firm for a Director of Athletics.

INTRODUCTIONS

There were no introductions.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Orangeville CUSD #203 2025-2026 Academic Year (FY26)
Recommendation: That the Board of Trustees approves the CollegeNOW agreement for the 2025-2026 (FY26) academic year, as presented, for qualified students attending Orangeville CUSD #203.

B. Administration

1. Board Meeting Schedule
Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College

campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2025: January 28, 2025; February 25, 2025; March 25, 2025; and, April 22, 2025.

C. Personnel

1. Seniority Lists

Recommendation: That the Board of Trustees approves the seniority lists, as presented, for each full-time faculty member that show the services each faculty member is competent to render.

2. 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 Ms. Groezinger seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. First Reading – Revised Policy 3.072: Administrative/Hardship Withdraw

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve for first reading revised policy 3.072, Administrative/Hardship Withdraw. The policy is included in Chapter III, Student, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees

Ms. Groezinger moved and Mr. Block seconded the motion to approve for first reading revised policy 4.095, Leave, Vacation – Administrative/Professional/Classified

Employees. The policy is included in Chapter IV, Personnel, of the policy manual. 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.

3. First Reading – Revised Policy 4.12: Leave, Sick – Administrative/Professional/Classified Employees

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve for first reading revised policy 4.12, Leave, Sick – Administrative/Professional/Classified Employees. The policy is included in Chapter 4, Personnel, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. First Reading – Revised Policy 4.16: Leave, Personal Days

Ms. Kaufman moved and Ms. Groezinger seconded the motion to approve for first reading revised policy 4.16, Leave, Personal Days. The policy is included in Chapter 4, Personnel, of the policy manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. First Reading – Reaffirmation of Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC (Policy Review Committee)

Ms. Groezinger moved and Mr. Boldt seconded the motion to approve for first reading the reaffirmation of appendix to the Policy Manual, Process for Presenting New Policies/Updates to PRC (Policy Review Committee), as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Coordinator, Financial Aid

Ms. Groezinger moved and Ms. Kaufman seconded the motion to approve the appointment of Ms. Sam Schaible as full-time Coordinator, Financial Aid, beginning February 3, 2025, at an FY25 annualized salary of \$56,393, 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: Endress, Groezinger, Boldt, Kuhlemeier, Kaufman, Block,
Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Revised Job Title and Job Description: ITS Security and Systems Administrator

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the revised job description and job title for ITS Security and Systems Administrator, 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: Groezinger, Boldt, Kuhlemeier, Kaufman, Block, Endress,
Verner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Salary Range Placement and Compensation Adjustment: ITS Security and Systems Administrator

Ms. Groezinger moved and Mr. Block seconded the motion to approve the revised salary range placement for the ITS Security and Systems Administrator with placement at range level 34 on the Highland Salary Range Table, along with an annualized compensation adjustment in the amount of \$3,386 for the incumbent in the position, Kam Merryman, effective January 29, 2025. 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.

D. Financial

1. First Reading – Tuition

Mr. Block moved and Ms. Kaufman seconded the motion to consider for first reading an increase in the in-district tuition rate from \$151.00 per credit hour to \$159.00 per credit hour effective Fall semester of 2025. In addition, it is recommended that the Board of Trustees considers for first reading an increase in the senior citizen rate from \$113.00 to \$119.00 per credit hour effective Fall semester 2025. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2025 tuition rates at community colleges contiguous to Highland have been determined. The roll call on the motion was as follows:

AYES: Kuhlemeier, Kaufman, Block, Endress, Boldt
NAYS: Groezinger, Verner

The vote being five ayes and two nays, the Chairperson declared the motion carried.

2. Authorization to Waive Bidding and Contract for Building “S” (Sports Center) Emergency Mansard Repair

Mr. Boldt moved and Mr. Block seconded the motion that the Board of Trustees adopts a motion, by the required number of votes, waiving bidding and entering into a contract with Scandroli Construction of Rockford, Illinois in the amount of \$119,419.00. This contract will allow for emergency repairs to stabilize and restore the mansard (roof) on a portion of Building “S” (Sports Center), which is leased to and shared with the YMCA. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution Authorizing Use of Protection, Health, and Safety Funds Remaining from Previous Projects for Project “Building S (Sports Center) Emergency Mansard Repair”

Mr. Block moved and Mr. Verner seconded the motion to approve the Resolution, as presented, authorizing the use of Protection, Health, and Safety funds remaining from previous projects in the amount of \$150,000 for Project Building S (Sports Center) Emergency Mansard Repair. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Acceptance of Proposal: Building “W” (Maintenance) Septic System Replacement Project

Ms. Groezinger moved and Mr. Boldt seconded the motion to authorize acceptance of the proposal from Kirby Cable Service, Inc. of Pecatonica, IL of \$36,162 for the directional boring and sanitary sewer interconnection portion of the Building “W” (Maintenance) septic system replacement project. This proposal is within the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Acceptance of Bid: Building “N” (Natural Science Center) Classroom N-107 ADA Accessibility Renovation and Hallway Asbestos Abatement Project

Ms. Kaufman moved and Ms. Groezinger seconded the motion to authorize acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$424,700 for the Building “N” (Natural Science Center) classroom N-107 ADA accessibility renovation and hallway asbestos abatement project. The bid is within the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Action to Take from the Table the Contract with Spelman Johnson for Search Firm Services for Director of Athletics and Physical Education Search

Mr. Block moved and Mr. Verner seconded the motion that, in accordance with Robert’s Rules of Order, the Board of Trustees takes from the table the contract with Spelman Johnson for search firm services for the Director of Athletics and Physical Education search. 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.

7. Approval of Contract with Spelman Johnson for Search Firm Services for Director of Athletics and Physical Education Search

Mr. Block moved and Mr. Verner seconded the motion that, following the item being taken from the Table under item #VIII-D-6, the Board of Trustees approves the contract, as presented, with Spelman Johnson in the amount of \$32,000, plus direct

allocated expenses such as selective advertising, travel, and background investigations, to provide services to support the recruitment and successful placement of the Director of Athletics and Physical Education.

Trustees were given a chance to share their thoughts and concerns on the recommendation. Following discussion, the roll call on the motion was as follows:

AYES: Kuhlemeier, Kaufman, Block, Endress, Boldt
NAYS: Groezinger, Verner

Whereupon the Chairperson declared the motion carried.

8. Payment of Bills and Agency Fund Report – November 2024

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2024 bills, including Board travel, amounting to \$1,072,833.73, Automated Clearing House (ACH) debits W0000662 through W0000663 amounting to \$38,433.53, and Wire Transfer debits I0000006 of \$199,166.22, Electronic Refunds of \$357,848.16, with 6 adjustments of \$4,507.69, such warrants amounting to \$1,663,773.95. Transfers of funds for payroll amounted to \$1,109,095.02. The roll call on the motion was as follows:

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

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

9. Payment of Bills and Agency Fund Report – December 2024

Mr. Boldt moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the December 2024 bills, including Board travel, amounting to \$703,028.95, Automated Clearing House (ACH) debits W0000664 through W0000665 amounting to \$23,811.83, Other Debits D0000129 amounting to \$19,100.00, Electronic Refunds of \$1,076.69, with 6 adjustments of \$7,662.00, such warrants amounting to \$739,355.47. Transfers of funds for payroll amounted to \$673,272.17. The roll call on the motion was as follows:

AYES: Block, Endress, Groezinger, 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

There was no report.

Budget Update

Ms. Janssen reported that there is an Executive Order at the federal level for a temporary pause of federal grants, loans, and other financial assistance programs. As of 5:00 p.m. tonight through February 10, 2025, the College cannot access cash from any of the federal grants while the government undergoes a review. There are still a lot of questions, but the US Department of Education stated that the Title IV student financial aid to individuals, such as Pell and direct loans, are exempt from the pause, as well as GI Bill payments. Ms. Janssen is gathering data to reach out to legislators. The College receives Student Financial Funds, most of which are exempt from the pause. In addition, the College has three TRiO programs, Perkins, Strengthening Community Colleges, and the Room to Grow grant, as well as the RSVP and federal Adult Ed grants. At this point, it is unclear if SEOG and College Work Study funds are affected. Students use federal funds to pay tuition and fees through the Workforce Development Board, UMOS, and the Early Childhood Access Consortium for Equity. The College has 14 state or other agency grants that may be impacted, however, we are subrecipients and she is not aware that these are from a federal source. Today she drew down as much of the grant funds as was allowable and, at this time, cash flow through the February 10 deadline is not a concern. She will keep gathering information and formulating a plan for the extended "pause" and will share the data with trustees once it is summarized.

Foundation

Mr. Dick reported that the year-end pieces came together, and the Foundation met its financial goal. He thanked Ms. Kuberski for her outreach on the Foundation's mailed piece, as well as the trustees who gave. The outreach piggybacked on the "my reason" billboard message. He is looking to continue to grow the prospect pool of new donors. A Founders' Circle event will be held on Friday, March 7, at Generations, and Mr. Dick will work with Ms. Grimes to coordinate with trustees. The Foundation will also continue with the Annual Day of Giving. The Foundation Executive Committee will meet this Thursday. Highlights of the meeting will include celebrating the more than \$250,000 new scholarship investments in the current fiscal year, a focus on the Foundation's Development Plan, and continuation of the HCC Foundation strategic plan focused on financial stability. The Development Plan includes mini-initiatives focused on the Arts and Agriculture. The Foundation is also preparing to learn more about the feasibility to embark on the next major initiative in support of the College's visionary needs. Mr. Dick concluded his report by reminding trustees of several upcoming events, including the April 1 deadline for the majority of scholarships; the April 8 Day of Giving; and the May 10 "flagship" event. He also noted that his family had a few "bumps" in November, and he recognized Ms. Kuhlemeier during the meeting for wearing her orange shirt in support of Mr. Dick's wife, Lauren.

Student Trustee

Mr. Verner reported that Student Senate is hosting plenty of events to keep students involved, including an upcoming Icehogs game, ski trip, and opportunities to meet with new administration, and people active in clubs and sports.

Audit & Finance Committee

There was no report.

Illinois Community College Trustees Association (ICCTA) Representative

Mr. Boldt reported that the next ICCTA meeting will be March 14 and 15, in Naperville, which will include information on AI, what other community colleges are doing, what it is, how it developed, how they are addressing it and training their faculty, and the need to train users. Trustees should let Ms. Grimes know if they would like to attend. May 7 is Lobby Day in Springfield to lobby on behalf of community colleges. Representative Tony McCombie and Senator Andrew Chesney are always open to talking with the Highland representatives during Lobby Day, and it is a great opportunity to make sure a lot of the newly elected officials get to meet our people and also to make sure the College is strengthening bonds with legislators.

Association of Community College Trustees (ACCT)

Community College Month will be held in April, and the 2025 version of information on Community College Month will be up in two weeks. Mr. Boldt suggested Googling “ACCT Community College Month,” which will go to an incredible website with last year’s talking points, toolkit, and a wealth of information to help promote community colleges. He noted that community colleges have a very supportive Governor and First Lady, so the College needs to keep its name out there. Ms. Groezinger noted that this is a huge resource for the College. Mr. Boldt, Ms. Groezinger, and Mr. Verner will be in Washington, DC and will meet with legislators. Mr. Boldt noted that ACCT will also be posting the “green sheet” that includes talking points so everyone is sharing the same message.

Board Chair

Mr. Endress acknowledged the outreach and support he received on his father’s passing.

President

Ms. Kuberski informed trustees that Congressman Darin LaHood was on campus yesterday. Ms. Gerber, Mr. Phillips, and Ms. Kuberski met with him for a 15-minute discussion before taking him on a 45-minute tour that included athletics, the nursing simulation lab, welding, manufacturing, and the mobile medical unit. He asked questions about financial aid, and also asked if anyone from the College was attending ACCT in Washington, DC and extended an invitation to those attending to stop by his office.

At 4:12 p.m., the Chairperson declared a recess; the meeting resumed at 4:18 p.m.

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; collective negotiating matters under Open Meetings Act exception

2-C-2; and, litigation that is probable, is pending, or imminent under Open Meetings exception 2-C-11, 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, 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 4:21 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, Kaufman, Block, Endress
NAYS: None

At 5:29 p.m., the 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 reminded trustees that it had been proposed to the YMCA to split the cost of an analysis of the pool. The YMCA had suggested using the Helm Group, and Mr. Kurt Simpson called Helm and they did not believe they were qualified to do the analysis, but they would like to bid on the project. Mr. Rich Haight agreed that he would get an answer from the YMCA board regarding the pool analysis. He later responded to Ms. Kuberski that they believe investing in the pool research would be irrelevant at this time. The administrative task force believes they have enough information about what they want to do with that part of the building, if they would want to go ahead with the pool evaluation. Ms. Kuberski met with Mr. Haight and their strategic planning consultant. There was also a small group from the YMCA and Highland that met. The YMCA plans to have their strategic plan finished by the end of March or early April. They want to continue to have communication and work collaboratively to rethink the partnership and how they can collaborate if they do not share the building. Ms. Kuberski also informed trustees that her interview on FREEPOD went live today, and she will share information on how to access the interview. Mr. Alan Wenzel will invite Ms. Kuberski and Mr. Height to do an interview once a decision is made on what the partnership between the College and the YMCA will look like.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes and Tapes

Mr. Endress appointed Ms. Groezinger and Mr. Block to review the Closed Session minutes and tapes during calendar year 2025.

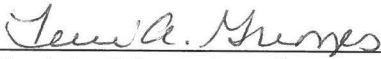
DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, February 25, 2025, at 4:00 p.m., and the March regular meeting will be held on March 25, 2025. The next quarterly Board retreat will be held on Thursday, March 6, 2025, at 11:00 a.m.

ADJOURNMENT

Ms. Kaufman moved and Mr. Block seconded the motion to adjourn the meeting. At 5:35 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