

**BOARD OF TRUSTEES MEETING MINUTES**  
**June 26, 2023**

Call to Order: Chair Bob Thompson called the meeting to order at 6:00 p.m., and the following members answered roll call:

Brian Duncan	Margaret Tyne
Danelle Burrs	Lisa Wiersema
Tom Demmer	Sam Ramirez
Student Trustee, Chloe Coil	

SVCC Staff: President, Dr. David Hellmich  
Vice President of Academics and Student Services, Dr. Jon Mandrell  
Vice President of Advancement, Dr. Lori Cortez  
Vice President of Business Services, Kent Sorenson  
Dean of Information Technology, Kathy Dirks  
Director of Facilities, Rich Groleau  
Director of Human Resources, Kathryn Snow  
Director of Research and Planning, Aaron Roe  
Board Assistant, Peggy Eshleman  
Program Director of Adult Education, Sarah McFarlane  
Adult Literacy Outreach Coordinator, Laura Moreno  
Adult Education Administrative Assistant, Lyndsey Kelly  
Adult Education Advisor, Alyssa Venema  
Quest Services, Jennie Janssen

Guests: Tim Garnhart, WIXN Radio

Consent Agenda: It was moved by Member Burrs and seconded by Member Wiersema the Board approve the consent agenda. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.

President's Report: Dr. Hellmich introduced and acknowledged Jennie Janssen, who has been a fixture at Sauk Valley Community College since 2005. Jennie has provided valued leadership in the cafeteria, has taught food safety courses, and has been beloved by students, faculty, and staff. She is retiring at the end of this month. Kent Sorenson thanked Jennie for her service at the College. Jennie spoke briefly, saying food service is not just a job to her, but also a passion and she always made Sauk students her top priority. Jennie closed by expressing her thanks to everyone.

Dr. Hellmich introduced Sarah McFarlane who provided an update on the success of the Adult Education Program that served 197 students this year. Sarah introduced Emma Mazzarisi, originally from Mongolia, who spoke about her positive experiences in the ESL program. Sarah introduced Olesia Avramenko, from Ukraine, who arrived in the U.S. last August and who praised the ESL program for her ease in learning the English language. Sarah acknowledged her staff who were present – Laura Moreno, Alyssa Venema, and Lyndsey Kelly.

Dr. Hellmich asked Kent Sorenson and Aaron Roe to update the Board on budgeting and strategic planning for FY 2024. Kent explained funds included in the College's budget, gave the Operating Funds budget projections, and explained the Operating Funds revenue, Operating Funds expenditures, and the Operating Funds Fund balance. He answered questions from the Trustees. Aaron presented the DIME (Design, Improve, Measure, and Evaluate) Form that he developed and that he and Kent implemented to track the progress of projects against the budget and to show how the projects tie into the College's strategic direction.

Reports/Comments from Board Members:

*Student Trustee Report:* Chloe Coil shared information about herself.

*Foundation Report:* Dr. Lori Cortez reported on the most recent Points of Pride – the Impact Program, Student Success, and the Theatre Alliance. She reported the Impact campaign balance is at five million dollars.

*ICCTA Report:* Chair Bob Thompson reported he attended the ICCTA June meeting and some of the other Trustees attended to complete their professional development training.

The Trustees reviewed a thank you from the Village of Ohio President Charles Thomas as to the recent TIF extension.

2023-2024 Tentative Budget and Notice of Public Hearing:

It was moved by Member Duncan and seconded by Member Demmer the Board approve the Fiscal Year 2024 Tentative Budget and notice of a public hearing to occur over the Fiscal Year 2024 Budget at 6:00 p.m. on July 31, 2023, at Sauk Valley Community College, 173 IL RT 2, Dixon, IL 61021 in the Riverview Conference Room. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.

<p>Administrator Appointment – Impact Program Director:</p>	<p>It was moved by Member Wiersema and seconded by Member Burrs the Board approve the appointment of Ashleigh Sorenson as the Impact Program Director beginning June 26, 2023, at an annual salary of \$69,867.20. Upon an inquiry from Trustee Tyne, Dr. Hellmich explained that the responsibilities of the current position are being expanded. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Administrator Appointment – Director of Instructional Design and Distance Learning:</p>	<p>It was moved by Member Burrs and seconded by Member Ramirez the Board approve the appointment of Robin Fisch as the Director of Instructional Design and Distance Learning beginning June 26, 2023, at an annual base salary of \$73,964.80. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Contract Approval – Baker Group-Sauk Valley Community College Building Automation System Service Agreement:</p>	<p>It was moved by Member Wiersema and seconded by Member Duncan the Board approve the contract with Baker Group totaling \$39,052 for a three-year term beginning on July 1, 2023, and ending on June 30, 2026. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Purchase Approval – Sole Source Procurement- Modern Campus Omni CMS:</p>	<p>It was moved by Member Ramirez and seconded by Member Tyne the Board approve the contract with Modern Campus Omni CMS for a total obligation of \$141,168.75. In response to a question from Trustee Duncan, it was explained the grant that will fund the first-year expenses is in hand. Kathy Dirks followed up by saying SVCC pays \$16,000 annually on the contract with the current CMS system so this expense will be an additional \$8,000 - \$9,000 annually. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Purchase Approval – SVCC Letters:</p>	<p>It was moved by Member Duncan and seconded by Member Burrs the Board approve the quote from ExpoArts, LLC of Indianapolis, IN for \$30,645.44. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Request to Serve Alcohol:</p>	<p>It was moved by Member Burrs and seconded by Member Wiersema the Board approve serving alcohol on July 27, 2023, as part of the <i>Tri-Chamber Business After Hours</i> event being held on the Sauk Campus. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>
<p>Closed Session Minutes:</p>	<p>It was moved by Member Wiersema and seconded by Member Duncan the Board approve the closed session minutes of May 22, 2023. In a roll call vote, all voted aye. Student Trustee Coil voted aye. Motion carried.</p>

Adjournment: Since the scheduled business was completed, it was moved by Student Trustee Coil and seconded by Member Wiersema that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Coil vote aye. Motion carried.

Meeting adjourned at 7:30 p.m.

Next meeting: The next regular meeting of the Board will be at 6:00 p.m., on Monday, July 31, 2023, in the Riverview Conference Room.

Respectfully submitted,

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Margaret Tyne, Secretary