

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
July 12, 2016

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District #523, held at Kishwaukee College, Malta, Illinois, was called to order at 5:30 p.m. by Board Chair, Robert Johnson, on Tuesday, July 12, 2016, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears
Kathy Watkins
Gabrielle Cultra, Student Trustee

VISITOR(S) PRESENT:

Robert Whitten
Alicia Davis
Kelsey Russell
Chelsea Erickson
Justice Wheeler

MEMBERS ABSENT:

STAFF PRESENT:

Dominica Blalock, Instructor; Laurie Borowicz, President; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director of Institutional Research; Matt Feuerborn, Dean CT; Kevin Fuss, Vice President Institutional Effectiveness; Anne-Marie Green, Director Library Services; Jill Hansen, Accountant; Sedgwick Harris, Vice President of Student Services; Kayte Hamel, Director of MPR; Marshall Hayes, Director of Foundation Development; Eric Hermonson, Director Human Resources; Keith Lamb, Director of Facilities; Mark Lanting, Vice President of Instruction; Robert McGarry, Director of IT; Cindy McCluskey, Executive Assistant to the President; Brandon McCullugh, Instructor; Nancy Partch, Dean of Student Services; Bill Nicklas, Special Assistant to the President for Strategic Partnerships; Michelle Rothmeyer, Director AR&R; and Beth Young, CFO.

COMMUNICATIONS

None

PRESENTATIONS

National Society of Leadership & Success
Community Listening Session feedback & Goal Setting Overview

COMMITTEE REPORTS

Audit Committee
Executive Committee - Minutes of May 24, 2016
Finance Committee
Foundation Liaison Report

INFORMATION & REPORTS –
Comparison of Revenue &
Expenditures FY'15 and FY'16

Ms. Young reviewed the comparison of revenue and expenditures for FY'15 and FY'16.

INFORMATION & REPORTS –
4-Year Historical Budget Analysis

The Board has asked to be provided with a 4-Year Historical Budget Analysis Report twice a year. The Board was provided with the July report.

OLD BUSINESS – FY 17 Budget
Development Update

Ms. Young provided a FY17 Preliminary Budget Update.

The Board thanked the College staff for making the budget cuts that were made during this past year. As we proceed into the FY17 budget, the Board anticipates having to make some difficult financial decisions. The Board would like to continue to rebuild the fund balance.

OLD BUSINESS – Notice of
Public Hearing for FY’17 Budget

A public hearing regarding the FY ‘17 budget will be scheduled during the regular September Board meeting. The budget must be on display for at least 30 days prior to the hearing.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the resolution for the Notice of Public Hearing for the FY17 Budget. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Working Cash
Fund Resolution

Each year the Board is asked to pass a resolution, which allows the College to borrow cash from the working cash fund as necessary during the fiscal year and to transfer those funds back to the working cash fund at the close of the College’s fiscal year on June 30, 2017.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved the Working Cash Fund Resolution. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Prevailing
Wage Resolution

The Board is required to pass a resolution to pay prevailing wage rates each fiscal year. Essentially, it is a notification that the College is in compliance with the State of Illinois Act pertaining to the prevailing rate of wages for laborers, mechanics, and other workers as it applies to any public works construction undertaken by the College.

On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board approved the Prevailing Wage Resolution. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy Manual
Revision – 2.00.03 Administration
Organization Chart

This policy revision addresses the need to update the organizational chart (and refer individuals to our website to view the updated chart). Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Ms. Cultra, seconded by Mr. Douber, and on a roll call vote, the Board approved the above revisions to Board Policy 2.00.03 Administration Organization Chart. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy Manual
Revision – 2.13.01 Abandonment of
Position

This policy revision addresses the need to clarify language in the Abandonment of Position policy. Eric Hermonson, Director of Human Resources, has recommended we change this policy from 2 days to 3 days to mirror what we have in our collective bargaining agreements. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 2.13.01 Abandonment of Position. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS –
Board Member Discussion

Mr. Johnson stated the Board’s thoughts and prayers go to the family of Andrew Bollman, Board Chair at Sauk Valley College, who recently passed away unexpectedly.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of June 14, 2016*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Appointments for Full-Time Non-Bargaining Unit Staff

CONSENT AGENDA (cont'd)

F. Staff Resignations/Appointments

- Resignations
 - Kacy Abeln, Speech Instructor
- Appointments
 - Full-Time Faculty
 - Dana Fellows, Computer Information Systems Instructor, \$52,000 annually
 - Full-Time Administrator
 - Kayte Hamel, Director of Marketing and Public Relations, \$84,000 annually
 - Jill Hansen, Director of Fiscal Services, \$65,000 annually
 - Bill Nicklas, Special Assistant to the President for Strategic Partnerships – (Temporary) \$100,000 annually

On a motion by Ms. Mason, seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the Consent Agenda. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

STUDENT REPRESENTATIVE'S REPORT

Ms. Cultra provided the Student Representative's Report to the Board.

PRESIDENT'S REPORT

Dr. Borowicz presented the President's Report.

Highlights

- There were no highlights submitted this month.

News Releases

- Date Sent & Title
- June 2 - KC and IMEC offer “Breakfast Briefing” on June 14
- June 6 - Local vet's photo of KC flag in VA competition
- June 9 - KC Foundation announces Departmental Awards recipients
- June 10 - Fitbit Winner! (Foundation alumni campaign at Commencement)
- June 14 - Local group's donation to KC Adult Ed makes impact (100+ Women Who Care)
- June 15 - KC Welding receives DCCF grant
- June 16 - Kishwaukee College announces Spring 2016 Dean's List
- June 17 - KC PTK chapter receives awards at Regional Convention
- June 21 - KC announces Spring 2016 Part-Time Student Honors List
- June 23 - The KC Bookstore: a textbook case of success
- June 23 - KC Board members active in ICCTA
- June 24 - Tom Paulson: adding up to a successful career (Accounting student)
- June 24 - KC offering free Phlebotomy Tech Program Info sessions
- June 27 - KC Radiology Pinning Ceremony held June 25
- June 28 - KC offering free Veterinary Assistant info sessions
- June 30 - Kish College dedicates Founders Boardroom
- June 30 - Borowicz Letter: A Strong Summer leads Kish into the 2016-17 School Year

PRESIDENT'S REPORT
(cont'd)

College Updates

- Enrollment: For the 2015-16 school year, the college FTE's finished down 10.2%. The reduction in ABE services accounts for 1.3% of the decrease.
- For the 2016-17 school year, the college is currently up 6.3% for summer; fall is down, but fluctuating. We anticipate being close to flat with increasing ABE services starting this fall. We will have a good fall estimate on August 12th.

Legislative

- I continue to receive emails from Liz Brown tracking legislative issues.
- Kevin Fuss participates in weekly conference calls providing legislative updates

Meetings with External Partners

- Kishwaukee College Foundation Golf Outing (June 13)
- KEC Governing Board Meeting (June 15)
- GREDCO (June 22)
- DeKalb Chamber Golf Outing (June 24)
- Frank Roberts (June 29)
- Business Partners Listening Session (June 30)
- Edgewood College – Ed.O. Program (June 30)
- Evelina Cichy (July 7)
- Norm Walzer (July 7)
- Geri Hayden (July 8)
- Amanda Brown (July 8)
- Lorna Bemis (July 11)
- Yvonne Johnson (July 11)

ADJOURN TO CLOSED
SESSION

The Board took a brief break at 7:21 pm.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board voted unanimously to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of *specific* employees of the public body or legal counsel for the public body, probable, imminent or pending litigation and collective bargaining negotiations.

Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

The closed session began at 7:36 pm. and ended at 8:06 pm.

RESUME OPEN SESSION

The open session resumed at 8:06 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:06 pm. On a motion by Ms. Spears, seconded by Ms. Cultra, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees