

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting  
February 14, 2017

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 5:32 p.m. by Board Chair, Robert Johnson, on Tuesday, February 14, 2017, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Robert Hammon  
Kathy Watkins

OTHERS PRESENT

Donald Young Jr. – DeKalb Resident

STAFF PRESENT:

Laurie Borowicz, President; John Boesche, Faculty; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health & Education; Matt Crull, Director of Research; Samantha Dailey, Executive Director of Human Resources; David Dammon, CRJ Faculty; Kevin Fuss, Vice President Institutional Effectiveness; Kayte Hamel, Executive Director of MPR; Jill Hansen, Director of Fiscal Services; Kathy Jones, Purchasing Coordinator; Joanne Kantner, Interim Executive Dean of Learning Services; Scott Kawal, Director Student Involvement; Mary Ann Kolls, Interim Dean WCE; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Mark Lanting, Vice President of Instruction; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Executive Director of IT; Tania Nezrick, Biology Faculty; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Pam Pascolini, Office Systems Faculty; Sonia Reising, Director of Enrollment Services; Kyrá Rider, Math Faculty; Michelle Rothmeyer, Interim Vice President of Student Services; Cynthia Stonesifer, Director of Financial Aid.

CLOSED SESSION TO DISCUSS  
PROBABLE, PENDING, OR  
IMMINENT LITIGATION, THE  
APPOINTMENT, EMPLOYMENT,  
COMPENSATION, DISCIPLINE,  
PERFORMANCE, OR DISMISSAL  
OF SPECIFIC EMPLOYEES OF  
THE PUBLIC BODY OR LEGAL  
COUNSEL FOR THE PUBLIC  
BODY, AND COLLECTIVE  
BARGAINING NEGOTIATIONS  
RECOVENE OPEN SESSION

On a motion by Mr. Doubler, seconded by Ms. Cultra, 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 review of closed session minutes and collective bargaining negotiations. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason and student advisory vote Gabrielle Cultra.

The closed session began at 5:33 pm. and ended at 6:02 pm. Dr. Borowicz, Mr. Fuss, Dr. Kantner, Mr. McGarry, Ms. Dailey, Ms. Hamel, Ms. Hansen, Dr. Nicklas, Ms. Rothmeyer and Ms. McCluskey were invited to attend closed session.

The open session resumed at 6:02 pm.

COMMUNICATIONS

Dr. Borowicz provided a letter from Neal McKenna, and a letter from the family of Deannie Springmire

INTRODUCTION OF KCEA  
PRESIDENT

The Board was introduced to David Dammon, KCEA president. He thanked the Board for inviting him and he looks forward to tackling any issues that come forward in the future. He stated that things are going well at the College.

PRESENTATION: OVERVIEW  
OF GRANTS

Mark Lanting, Vice President of Instruction, provided an overview on grants. The Board asked if it would be helpful to have input from individuals that may know of a grant or from the direction of if you are applying for a grant how can members of the community show their support. The Board noted it would be helpful to see a monthly report of what we are applying for and showing how the Board can help. ICCTA might be able to help with their listserv; there is a statewide grant site.

Dr. Borowicz noted that Mr. Lanting has done a wonderful job working with grants and we need to continue to pursue outside resources for the College. The Board thanked Mr. Lanting for his efforts.

COMMITTEE REPORTS

Audit Committee - will meet on February 28, 2016 at 9:30 am

Executive Committee

Finance Committee

Foundation Liaison Report – Dr. Nicklas provided the Foundation Report. Dr. Nicklas was pleased to announce that Mr. Johnson and his family and Mr. Doubler and his family have recently provided funding through the foundation that will help our students.

INFORMATION & REPORTS –  
Comparison of Revenue &  
Expenditures FY'16 and FY'17

Mr. Fuss reviewed the comparison of revenue and expenditures for FY'16 and FY'17.

INFORMATION & REPORTS –  
2016 Fact Book

This is an annual report prepared by Matthew Crull, Director of Institutional Research. It provides a summary of some of the most pertinent facts related to key areas of the College. Board members and College faculty and staff have found it extremely useful in answering questions and preparing reports throughout the year.

OLD BUSINESS – Approval of  
Facility Condition Report

At the January 2017 Board of Trustees meeting, the Board approved the selection of Intelligent Systems and Engineering Services Corporation/Demonica Kemper as the vendor to conduct a Facility Condition Survey for the College. Since that time, we have finalized terms with them and negotiated a project cost of \$67,900 plus actual travel expenses for their assessment team (about \$3,000). The cost of Intelligent Systems and Engineering Services Corporation/Demonica Kemper entering our data into the AMS, as well as access to the system until June 30, 2018 has been negotiated into the price. The cost to continue to use the software beginning in FY19 would be \$4,975 per year.

On a motion by Ms. Mason, seconded by Dr. Burke, the Board approved proceeding with the administrations recommendation on the Facilities Condition Report at a cost of \$67,900 plus approximately \$3,000 in travel expenses, as well as the software cost of \$4,975 per year. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

OLD BUSINESS – John Roberts  
Award

On Thursday, January 19, 2017, the John C. Roberts Community Service Award Nominating Committee met to discuss this year's nomination. After discussing several worthy candidates, the Committee selected Bob Wildenradt as this year's nominee. The Committee cited Bob's dedication to the community and his lengthy support of the College as key reasons for their selection. Members of the committee included Ken Doubler, Linda Mason, Bill Nicklas, and Kayte Hamel. On a motion by Mr. Doubler, seconded by Ms. Mason, the Board approved Bob Wildenradt as the recipient of this year's John Roberts Award. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS - Preliminary  
FY'18 Budget Assumptions

Dr. Borowicz presented an overview of FY18 Budget Assumptions. Ms. Mason thanked the administration for providing such an in-depth and informative presentation.

NEW BUSINESS – Review of  
Closed Session Minutes

On a motion by Spears, seconded by Mr. Doubler, and on a roll call vote, the Board voted unanimously that the minutes of December 13, 2016, November 8, 2016, October, 11, 2016, September 13, 2016, August 9, 2016, and July 12, 2016 remain closed at this time due to the information regarding collective bargaining, the appointment, employment, compensation, discipline, performance or dismissal of *specific* employees of the public body or legal counsel for the public body and pending litigation.

The Board authorized the destruction of the audio tapes of January 13, 2015, January 28, 2015, February 17, 2015, March 10, 2015 Session 1, March 10, 2015 Session 2, April 14, 2015, and June 9, 2015, which are older than 18 months.

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

NEW BUSINESS – Annual Report  
to the Community

The Report to the Community was mailed out this week and we have had positive feedback on the report. Dr. Borowicz thanked Kayte Hamel and her Marketing and Public Relations staff, along with Matt Crull, for pulling it all together.

NEW BUSINESS – Approval of  
President’s Multi-Year Employment  
Contract – Dr. Laurie Borowicz

Mr. Johnson provided a historical review of the Presidential Search. He noted that it was not a simple process and was one in which the Board took its responsibility very seriously. They used ACCT as the search consultant, formulated a committee made up of staff, community members, and trustees, and after many hours narrowed the selection down through an extensive process to nine candidates. Those nine candidates were interviewed off campus and the search committee selected four finalists to bring to campus; they came to campus late November in 2015. The Board solicited input from community members and everyone who came to meet the finalists while they were on campus.

Mr. Johnson added that the conclusion of the search was that the Board wanted to invite Dr. Borowicz to be our 5<sup>th</sup> President. The Board offered Dr. Borowicz the position, she accepted, and agreed to start in early January of 2016.

Mr. Johnson stated that we were not aware of the state the College would be in when she was hired. We were hoping to have a state budget in place and with that not occurring; she had to hit the ground running. Her contract was for a first time president. Being a president is not a job, it is a way of life. The Board reviewed Dr. Borowicz’s performance during her first year at the College and are extremely satisfied with her performance.

Mr. Johnson stated that the Board met in closed session last month and decided to offer Dr. Borowicz a new contract. He added that she has demonstrated that she is the President for our College. The Board negotiated with Dr. Borowicz and asked the College’s attorney to review all the applicable laws on a new contract. That contract is being brought before the Board tonight for approval and has been posted to the College’s website for more than 48 hours. The Board thanked Dr. Borowicz for all she has done for the College. Dr. Borowicz responded that she was honored and humbled with the Board’s contract offer. Dr. Borowicz noted that we are a great College and will continue to be going forward.

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board voted unanimously to approve the Multi-Year Employment contract (July 1, 2017 – June 30, 2021) for Dr. Laurie Borowicz.

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

NEW BUSINESS – Policy Manual Revisions	Dr. Burke made a motion that we waive the first reading of the policy manual revisions brought before the Board. Ms. Spears seconded the motion and on a roll call vote the Board voted in favor of waiving the first reading of the policy manual changes and will take action on the policy revisions presented. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.01.03 Administrators Benefits	The policy revision submitted for consideration addresses the need to update our policy regarding unused vacation days and life insurance coverage. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.01.03 Administrators Benefits. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.01.05 Administrators Educational Attainment	The policy revision submitted for consideration addresses the need to update our policy eliminating educational attainment for administrators. On a motion by Dr. Burke seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.01.05 Administrators Educational Attainment. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.07.01 Confidential Staff Benefits	The policy revision submitted for consideration addresses the need to update our policy on vacation days increasing from 20 days to 21 days for confidential staff employees with 20+ years of full-time service. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.07.01 Confidential Staff Benefits. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.09.01 Grant-Funded Staff Benefits	The policy revision submitted for consideration addresses the need to update our policy on vacation days increasing from 20 days to 21 days for Grant-Funded Staff employees with 20+ years of full-time service. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.09.01 Grant Funded Staff Benefits. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.10.01 Part-Time Benefited Staff	The policy revision submitted for consideration addresses the need to update our policy on vacation days increasing from 20 days to 21 days for Part-Time Benefited Staff employees with 20+ years of full-time service. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.10.01 Part-Time Benefited Staff Benefits. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.13.29 Tuition Reimbursement	The policy revision submitted for consideration addresses the need to update our policy for Administrators, Professional Staff, and Grant-Funded Professional Staff. With the elimination of the Administrator’s Educational Attainment Policy, this revised policy provides additional reimbursement for graduate and undergraduate coursework and modifies the policy to include a period of time the employee must continue to work at the College in order to receive the full amount of tuition reimbursement without having to reimburse the College for any reimbursement received. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.13.29 Tuition Reimbursement. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy Manual  
Revision – 5.14 Minority Enterprise  
Program

This policy revision is an addition to our policy manual to provide a policy that promotes the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01. On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the addition of Board Policy 5.14 Minority Enterprise Program. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS –  
Board Member Discussion

Mr. Johnson stated the ICCTA held a conference call in lieu of sending trustees to the national legislative summit. Mr. Johnson reviewed information from the call. Mr. Johnson provided an update on information concerning college trustee training. He noted that community colleges will be eligible to offer the trustee training but they have to agree to cover required subjects. Trustees are required to have four hours of training every other year. ICCTA is planning to provide the training in one or two sessions. They are looking at how to provide the training online. It is a self-certification and trustees will have one year to complete the training after joining the Board.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of January 10, 2017
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. Staff Resignations/Appointments
  - Resignations
    - None
  - Appointments
    - Probationary Full-Time Faculty
      - Pamela Pascolini, Office Systems Faculty, \$44,000 annually

On a motion by Ms. Spears, seconded by Mr. Doubler, and on a roll call vote, the Board unanimously approved the Consent Agenda. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Johnson, Linda Mason, Kathy Spears 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. Dr. Borowicz introduced Scott Kawal, Director of Student Involvement and Pam Pascolini, Office Systems Faculty. The Board welcomed them to the College.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:30 pm. On a motion by Mr. Doubler, seconded by Ms. Cultra, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees