

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

June 6, 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 3:00 p.m. by Board Chair, Robert Johnson, on Tuesday, June 6, 2017, in the C-2175 Founders Boardroom.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears
Kathy Watkins
Philip Oliver

MEMBERS ABSENT:

None

OTHERS PRESENT

Mike Monaghan, ICCTA Executive Director – left at 5:00 pm

STAFF PRESENT:

Laurie Borowicz, President; Cindy McCluskey, Executive Assistant to the President

CLOSED SESSION TO DISCUSS
THE BOARD SELF EVALUATION

On a motion by Mr. Doubler, seconded by Dr. Hammon, and on a roll call vote, the Board voted unanimously to adjourn to closed session to discuss the Board's Self Evaluation. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

ROLL CALL

The closed session began at 3:02 pm. and ended at 5:00 pm. Dr. Borowicz and Ms. McCluskey were invited to attend closed session along with Mike Monaghan, Executive Director of ICCTA.

The Board took a break at 5:00 pm. The open session of the meeting resumed at 5:38 pm.

MEMBERS PRESENT:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears
Kathy Watkins
Philip Oliver

MEMBERS ABSENT:

None

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

On a motion by Mr. Doubler, seconded by Dr. Hammon, 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, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

The closed session began at 5:40 pm. and ended at 6:31 pm. Dr. Borowicz, Dr. Kantner, Dr. Nicklas, and Ms. McCluskey were invited to attend the closed session that began at 5:40 pm., Dr. Kantner, Dr. Nicklas, and Ms. McCluskey left closed session at 6:15 pm. Dr. Borowicz remained in closed session with the Board until 6:31 pm.

RECOVENE OPEN SESSION

The Board took a short break. The open session of the meeting resumed at 6:32 pm

OTHERS PRESENT

None

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Dean, MSB; Bette Chilton, Dean of Health & Education; Matt Crull, Director of Research; Joe Dahm, Director Transportation; Samantha Dailey, Executive Director of Human Resources; Kevin Fuss, Vice President Institutional Effectiveness; Kayte Hamel, Executive Director of MPR; Laurie Hoecherl, Faculty; Jill Hansen, Controller; Joanne Kantner, Interim Executive Dean of Learning Services; Scott Kawall, Director Student Involvement; Mary Ann Kolls, Director, WCE; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Executive Director of IT; Marie Meadors, Faculty; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Michelle Rothmeyer, Vice President of Student Services; Cyndi Stonesifer, Director Financial Aid; Andrea Wise, Staff Accountant.

PUBLIC COMMENT

As discussed at the April 20, 2017, Board of Trustees Executive Committee meeting the Board will provide a time on the agenda for public comment each month. We will ask the Board to approve an official revision to the policy in the New Business section of tonight's meeting. Ms. Hamel will coordinate the sign up of individuals wishing to address the Board. She will then provide this information to Mr. Johnson at the appropriate time at each meeting. There were no public comment requests this month.

COMMITTEE REPORTS

Audit Committee

Executive Committee - Minutes of April 20, 2017

Finance Committee

Foundation Liaison Report – Dr. Nicklas provided the Foundation Report.

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

Mr. Fuss provided a report on the comparison of revenue and expenditures for FY'16 and FY'17.

INFORMATION & REPORTS –
Grant Report Update

Mr. Lanting provided the Board with an overview of the Grant Report but was unable to attend the meeting. Dr. Borowicz was pleased to announce that we received the Upward Bound Grant. It is anticipated to be funded for five years, with the first year's (FY18) budget being \$275,500.

INFORMATION & REPORTS –
Investment Update

Mr. Fuss, Ms. Hansen and Mr. Sam Overton have been meeting with First National Bank Capital Markets and provided information on investment opportunities for the College.

INFORMATION & REPORTS –
Facilities Update

Mr. Fuss provided a facilities update. The air conditioning project will be finalized within the next few weeks. Work has begun on the parking lot and ring road. The baseball net work is almost complete and the field is now useable. The facility condition report should be completed by the first or second week of July.

INFORMATION & REPORTS –
FY18 Budget Development Update

Mr. Fuss provided a budget update. We will build a 10% enrollment decline into our budget for FY18. Some of the items we are looking at is the \$200,000 contingency funds; EAV's are being adjusted to reflect 6%; salary savings due to lower enrollments; we will evaluate every position before hiring for vacancies; cut supplies by 10%; and lower utility costs.

OLD BUSINESS - BOARD OF
TRUSTEES COMMITTEE
APPOINTMENTS

Mr. Johnson discussed the various committees available for the Chair to appoint trustees to serve on as representative(s) of the Board. The committees are the Kishwaukee College Foundation, Illinois Community College Trustees Association, Finance Committee, Audit Committee, John Roberts Award Selection Committee, Strategic Planning Committee and 50th Anniversary Committee. Trustees were asked to submit their interest in serving on the various committees to Mr. Johnson.

Mr. Johnson made the following appointments:
Audit Committee: Bob Johnson, Bobbi Burke & Kathy Watkins
Finance: Bob Hammon & Bob Johnson
Foundation: Linda Mason & Ken Doubler
ICCTA Rep: Kathy Spears
ICCTA Alternate: Kathy Watkins & Bob Johnson
John Roberts Award Committee: Linda Mason & Ken Doubler
Strategic Planning Committee: Bob Johnson, Linda Mason
50th Anniversary Committee: Dr. Burke and Mr. Doubler

NEW BUSINESS – Property,
Casualty , and Liability Insurance
Renewals

In FY17, the College competitively bid its insurance policies, but each year goes through a renewal process for the upcoming year. The total premium cover for FY17 was \$407,437. The total premium cover for FY18 is \$402,496, which represents a \$4,941 (1.2%) decrease. Mr. Fuss stated the recommendation to the Board is to approve the property, casualty, liability and workman's comp coverage in the amount of \$402,496.

The Board asked if the College had ever had an audit or been given an adjustment on our workman's comp insurance after the fact. Mr. Fuss stated that as far as he is aware we had not.

On a motion by Ms. Watkins seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the Property, Casualty, and Liability Insurance Renewals. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Authority to
Make Interfund Transfers for FY18

Several years ago, our auditors made a recommendation that we gain the approval of the Board each year to execute interfund transfers to cover those occasions when some funds, particularly restricted funds, incur expenses before reimbursement is received creating a negative cash balance in those funds. The negative cash balances have been "covered" in the past by the positive cash balances of other funds, but executing interfund transfers is a more generally accepted accounting practice and is consistent with the Illinois Community College Board (ICCB) Fiscal Management Manual and the recommendation of our auditors. The Board was asked for approval to allow Mr. Fuss to execute these interfund transfers as necessary during the year.

On a motion by Ms. Watkins seconded by Ms. Mason, and on a roll call vote, the Board unanimously approved the Authority to Make Interfund Transfers for FY18. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Bid Recommendation for Used
Tractor Trailer

The College recently held a public bid for the purchase of a used Freightliner Tractor Cascadia model or equivalent to support our CDL certificate and contract training programs. Truck Centers Inc., from Mount Vernon Illinois submitted three separate bids. Each bid was for a different vehicle meeting the requested specifications. Their lowest bid was in the amount of \$58,500.

On a motion by Dr. Hammon seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved the bid from Truck Centers Inc., in the amount of \$58,500. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Hospitality Services Contract

In 2011, the College contracted with Aramark to manage food service operations at the College, including Kish Café, the coffee shop and catering. That agreement is scheduled to end on June 30, 2017. The College chose not to automatically renew Aramark’s contract and instead issued a Request for Proposal (RFP) that invited proposals to manage the food service operation. There were four vendors that submitted proposals: Aramark, Consolidated, A’viands and Quest.

After reviewing the financial proposals, following up with additional questions, and checking references we are recommending the Board approve the proposed contract with Quest Food Management Service, Lombard, IL, under a subsidized financial arrangement.

In terms of an operating subsidy, we have worked with Quest to limit this amount from their initial estimates by moving to a “grab and go” breakfast concept from 7:30 to 11:00 (M-TH) and having only the coffee bar open on Fridays. The subsidies being projected are FY2018-\$44,323; FY2019-\$33,412; FY2020-\$22,445. As a point of reference, this subsidy in FY16 was \$90,787 and was projected to be \$78,249 for this year. The College’s attorney has reviewed the Quest Food Management Service agreement.

On a motion by Dr. Hammon seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the hospitality services contract with Quest Food Management Service. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Intergovernmental Agreement with
Malta Fire Protection District

In June 2015, the Board of Trustees entered into an agreement between the College and the Malta Fire Protection District to pay the District \$15,000 on an annual basis “towards the purchase and/or repair of new equipment, training, and ensuring adequate staffing,” related to emergency ambulance and fire services. The current agreement is set to expire on June 30, 2017. The authority to enter into such an agreement between taxing bodies is provided in the Illinois Community College Act, Section 3-38.2.

Dr. Nicklas noted that we are recommending the extension of the contract for an additional two years, through June 30, 2019, at the same annual expense of \$15,000. The Malta Fire Protection District currently provides fire and ambulance service to the College and the KEC building. Approximately half of the calls for the Malta Fire services were to the KEC.

On a motion by Ms. Spears, seconded by Dr. Burke, and on a roll call vote, the Board unanimously to approve the proposed Intergovernmental Agreement between Kishwaukee College and the Malta Fire Protection District for two years at a cost of \$15,000 a year. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver. Since the early 1990’s, Kishwaukee College has contracted with the DeKalb County Sheriff’s Department for security and patrol services.

**NEW BUSINESS – Approval of
Intergovernmental Agreement with
DeKalb County Sheriff’s
Department**

The proposed 18-month contract extension sets up overlapping coverage by a sergeant on Fridays except during the 12 summer weeks when the campus will be closed. In comparison with the current quarterly contractual expense, the proposed contract will save the College \$155,970 over the 18 months of the term, while maintaining appropriate security.

This July 1, 2017 through December 31, 2018, agreement will reduce Sheriff’s staffing by one deputy position and adjusting the coverage schedule accordingly. The previous quarterly expense was \$93,745.00; the new quarterly cost will be \$67,750.00 (6 quarterly payments) and will include one Sergeant and one Patrol Deputy.

Dr. Nicklas noted we are looking to add a cadet corp with the cooperation of Dave Dammon, Coordinator of Criminal Justice. Their job is not to interfere but to help or call for help when a situation arises. Dr. Borowicz stated it is an opportunity to give our students some on the job training. We will use some of the savings to cover the cost of this program. Cadets will need to be currently enrolled at the College and they will be paid an hourly wage.

On a motion by Dr. Hammon, seconded by Mr. Doubler, and on a roll call vote, the Board unanimously approved the proposed 18-month agreement with the DeKalb County Sheriff’s Department for \$406,500.00. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver

**NEW BUSINESS – Approval of
Vending-Snacks Contract**

The current food service provider (Aramark) presently manages vending services at the college. In February 2017, the College solicited bid proposals for a separated vending service and issued a separate request for proposal for vending services. The College received proposals from two vendors, Arch Vending Inc. Dixon, IL and Bottle Group LLC /Pepsi Beverages Company, Schaumburg, IL. There is no financial obligation of the College with either contract.

Ms. Hamel noted we are recommending that the Board approve a 3-year contract with Arch Vending, Inc. to provide vending services for snack machines. On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board unanimously to approve the proposed 3-year contract with Arch Vending Inc. for snack machines. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver

Ms. Hamel noted we are recommending that the Board approve a 3-year contract with Bottle Group LLC Pepsi Beverage Company to provide vending services for beverages. On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board unanimously to approve the proposed 3-year contract with Bottle Group LLC/Pepsi Beverage Company to provide vending services for beverages. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

**NEW BUSINESS - Approval of
Travel Expenses for any Member of
the Board of Trustees**

There were no travel expenses for any member of the Board of Trustees.

**NEW BUSINESS – Approval of
Travel Expenses that Exceed the
Maximum Allowable
Reimbursement**

There were no travel expenses that exceeded the maximum allowable reimbursement.

NEW BUSINESS - Approval of Reimbursable Expenses because of Emergency or other Extraordinary Circumstances

There were no travel expenses because of emergency or other extraordinary circumstances.

NEW BUSINESS – Policy Manual Revisions

The Board was provided with several policy manual changes this month. As was discussed at the Board Executive Committee Meeting in May, we will no longer be asking for a first reading of the policies. The Board has the option to ask for further discussion of an item, table an item, seek clarification or additional details before taking action on an item and can ask that an agenda item be brought back at a future meeting. We will be asking for one motion and one second to approve all of the recommended policy changes this month but any item can be pulled out for separate consideration if requested.

The following policy manual changes were recommended for Board action:

1. Policy change to add a public comment section to the agenda and to shorten the requirements for addressing the Board.
 - ***Policy Manual Revision – Policy 1.05.03.01 Addressing the Board of Trustees****
2. Policy changes to eliminate contracts and offer assignments.
 - ***Policy Manual Revision – Policy 2.01.02 – Administrators Contracts****
 - ***Policy Manual Revision – Policy 2.02.02 – Professional Staff (Non-Grant-Funded) Contracts****
 - ***Policy Manual Revision – Policy 2.03.01 – Professional Staff – Grant Funded Contracts****
3. Policy changes to modify the status of employees working less than 90% time to part-time status and defines their benefit coverage along with increasing their life insurance to one and one-half times their salary when applicable.
 - ***Policy Manual Revision – Policy 2.02.03 – Professional Staff (Non-Grant Funded) Benefits****
 - ***Policy Manual Revision – Policy 2.03.02 – Professional Staff Grant-Funded Benefits****
 - ***Policy Manual Revision – Policy 2.05.01 – Temporary Full-Time Faculty Benefits****
 - ***Policy Manual Revision – Policy 2.07 – Confidential Staff +****
 - ***Policy Manual Revision – Policy 2.07.01 – Confidential Staff Benefits****
 - ***Policy Manual Revision – Policy 2.09 – Grant-Funded Staff****
 - ***Policy Manual Revision – Policy 2.09.01 – Grant-Funded Staff Benefits****
 - ***Policy Manual Revision – Policy 2.10 – Part-Time Benefited Staff****
 - ***Policy Manual Revision – Policy 2.10.01 – Part-Time Benefited Staff Benefits****
 - ***Policy Manual Revision – Policy 2.11 – Part-Time Non-Benefited Staff****
4. Policy change to update our compensatory time following a recent SURS audit stating that we need to record and payout comp time in the year it was earned.
 - ***Policy Manual Revision – Policy 2.13.04 – Compensatory Time****
5. Policy change to update our evaluation policy.
 - ***Policy Manual Revision – Policy 2.13.13 – Evaluations****
6. Policy change to update our Sick Leave policy to use increments of ¼ hour.
 - ***Policy Manual Revision – Policy 2.13.19.08 – Sick Leave****
7. Policy change to reduce our Supplemental Retirement Insurance Plan for non-bargaining unit employees.
 - ***Policy Manual Revision – Policy 2.13.24 – Supplemental Retirement Insurance Plan****
8. Policy change to remove the definition of a normal work day being 8 hours.
 - ***Policy Manual Revision – Policy 2.13.35 – Working Hours****

NEW BUSINESS – Policy Manual
Revisions (cont'd)

9. Policy change to update our Dual Credit Tuition & Fees Policy to remove being an in-district high school.
 - **Policy Manual Revision – Policy 3.24.02 – Dual Credit Tuition & Fees***
10. Policy change to update our social media policy to meet legal compliance.
 - **Policy Manual Revision – Policy 4.12.01 – Social Media***
11. Policy change to update our purchasing policy and clearly define who is responsible for signing contracts.
 - **Policy Manual Revision – Policy 5.11 – Purchasing Policy***

On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board unanimously to approve the Board Policy Manual changes as noted above. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS –
Board Member Discussion

Mr. Johnson, Ms. Spears, Dr. Hammon, Ms. Watkins and Dr. Borowicz attended the ICCTA Convention in Springfield, IL and provided an overview on several of the sessions and speaker presentations.

Mr. Johnson, Dr. Hammon and Ms. Watkins attended the trustee training. Dr. Hammon provided trustees with copies of all the handouts and presentations, along with an article from John Carver. Those trustees that attended felt Gary Davis did a very nice job talking about civility. They felt the required Board training was interesting. Certificates will be sent out for those trustees attending the training and the information will be kept up to date on the College's website.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of May 2, 2017
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. F. Staff Resignations/Appointments
 - Resignations
 - Cornelia Ervins, Lead Teacher of the Early Childhood Center
 - Appointments
 - Probationary Full-Time Faculty
 - Matthew Weibel, Communications Instructor, \$48,000 annually

On a motion by Ms. Spears, seconded by Dr. Burke, 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, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

STUDENT REPRESENTATIVE'S
REPORT

Mr. Oliver provided the Student Representative's Report to the Board.

PRESIDENT'S REPORT

Dr. Borowicz provided the President's Report. Dr. Borowicz was pleased to announce that she has been voted on to the GREDCO Board.

Dr. Borowicz recently held a luncheon for newly tenured faculty that was also attended by Dr. Kantner and the Deans. It was a wonderful event and she enjoyed the opportunity to get to better know these faculty members.

PRESIDENT'S REPORT (cont'd) The Senior Leadership Retreat is being held next week and Dr. Borowicz will provide an updated to the Board on the retreat next month.

ADJOURNMENT With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:58 pm. On a motion by Dr. Burke, seconded by Mr. Oliver, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees