

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

October 10, 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 5:30 p.m. by Board Chair, Robert Johnson, on Tuesday, October 10, 2017, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

STAFF PRESENT:

Laurie Borowicz, President; Tashena Briggs, Director of Upward Bound; Chase Budziak, Dean MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director Research & Data Management; Matt Feuerborn, Dean CT; Anne-Marie Green, Director of Academic Support; Kevin Fuss, Vice President Administration; Kayte Hamel, Executive Director of MPR; Jill Hansen, Comptroller; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Mary Ann Kolls, Dean, WCE; Keith Lamb, Director of Operations; Mark Lanting, Director Grants & Accreditation; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Michelle Ohlinger, Executive Assistant to the President; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Michelle Rothmeyer, Vice President of Student Services, Cynthia Stonesifer, Director Financial Aid.

ROLL CALL

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, PROBABLE, IMMINENT OR PENDING LITIGATION AND COLLECTIVE BARGAINING NEGOTIATIONS

On a motion by Mr. Oliver, 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, and 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. Dr. Borowicz, Cindy McCluskey, Joanne Kantner, Michelle Rothmeyer, Kevin Fuss, Bill Nicklas, Kayte Hamel, RJ McGarry, and Michelle Ohlinger were invited to attend closed session.

The closed session began at 5:32 p.m. and ended at 6:12 p.m.

RECOVENE OPEN SESSION

The open session resumed at 6:15 p.m.

PUBLIC COMMENT

None

COMMUNICATIONS

- Dr. Borowicz shared a Workforce Development Brochure.
- Amy Smith thanked the Board for approving her leave of absence last year.

PRESENTATION

Matt Feuerborn, Dean of Career Technologies gave an overview of the German American Chamber of Commerce (ICAT) Apprenticeship program.

COMMITTEE REPORTS

Audit Committee – Minutes of February 28, 2017

Executive Committee - Minutes of August 22, 2017

Finance Committee

Foundation Liaison Report

- Dr. Nicklas provided the foundation report.
- The Foundation will begin using a Facebook page.

50th Anniversary Committee

- Ms. Hamel provided an update on several events being planned in honor of our 50th Anniversary.
- We have begun interviews for a special video commemorating our anniversary.

Strategic Planning Committee

- Dr. Borowicz shared that we are receiving input from outside help. We have received one proposal so far and are continuing to contact others to get quotes.
- Next month she will provide solid information on how we are proceeding.

INFORMATION & REPORTS –
Comparison of Revenue &
Expenditures FY'17 and FY'18

Ms. Hansen provided a memo updating the comparison of Revenue & Expenditures. Year-to-date revenue is ahead of year-to-date FY18 budgeted revenue by \$1,065,717 due to receiving \$1,090,697 in state funds earlier than expected. Year-to-date expenses are under FY18 budget.

INFORMATION & REPORTS –
Dashboard Report

The Board was provided with an updated Dashboard Report. We are up 21% in new applications for Spring 2018.

The Board asked if we had received feedback on the student success scholarships. We received a high response from the food coupon, but not a lot of feedback on the student success scholarship itself. The bookstore promotion is taking place this week.

INFORMATION & REPORTS –
Grant Report Update

The Board was provided with an updated monthly Grant Report.

INFORMATION & REPORTS –
IT Update

Mr. McGarry provided information on the rules in the system and automated processing for financial aid. The process will be more streamlined.

Mr. McGarry stated that Human Resources received web time entry consulting. This will allow people to do timesheet entry online and we are hoping to implement this by early next year. We will continue to look into benefits enrollment in the future.

Dr. Borowicz noted our IT department has done an awesome job of helping us with technology. She has heard throughout the campus how they are working on providing staff and students with updated technology.

INFORMATION & REPORTS –
Upcoming College Events

Ms. Hamel provided a monthly report with upcoming College events.

INFORMATION & REPORTS –
Facilities Update/Facilities
Condition Report

Mr. Fuss updated the Board on the status of ongoing projects occurring on campus.

INFORMATION & REPORTS –
Program Cost Review

Dr. Borowicz gave an overview of the program cost review summary. The report was updated to include differential tuition. This summary is used when determining the cost effectiveness of programs and in researching ways to reduce costs in these areas.

OLD BUSINESS – NIU transfer
Data

Dr. Borowicz reviewed NIU transfer data and the NIU and Kishwaukee College Student Analysis. The report showed student population and also persistence/transfer analysis. Mr. Crull provided historical data on the relationship with NIU.

OLD BUSINESS – Tiered Local
Scholarships

Dr. Borowicz discussed a proposal for offering a two tiered scholarship program for students coming to Kishwaukee College from our local high school. Students in the top 25% of their graduating class are eligible for a \$1,000 scholarship per semester and it would be valid for four semesters.

Students in the 26%-50% of their graduating class would be eligible for a \$250.00 scholarship per semester and it would also be valid for four semesters.

Dr. Borowicz asked the Board if they would like her to pursue the possibility of offering this second tier scholarship. The Board liked the idea of offering this program and encouraged the administration to proceed.

Mr. Johnson suggested offering a \$500.00 scholarship each semester and it could be renewable for the second year based on criteria. This is in addition to the student success scholarship.

Dr. Borowicz will put together details and bring back a proposal for action at next month's Board meeting.

NEW BUSINESS – Notice of
Public Hearing for 2017 Tax Levy

Mr. Fuss advised the Board that a public hearing on the 2017 Tax Levy supporting the FY'18 budget is required and could not occur at the same meeting that the budget is approved. He added that the Board needed to establish a Notice of the Date for the Public Hearing on the 2017 tax levy to occur at the November 14, 2017, Regular Board meeting.

On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the Notice of the Public Hearing for the 2017 Tax Levy to be held at 5:30 p.m. on Tuesday, November 14, 2017, in the C-2175 Founders Boardroom. 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 – CAFR

The Board Audit Committee met with our auditors on September 26, 2017. They reviewed the auditors' Business Advice Letter, along with the College's response to the items identified. The College prepared a Comprehensive Annual Financial Report (CAFR). The College received the Certificate for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the College's CAFR for Fiscal Years 2012, 2013, 2014, 2015, and 2016.

The CAFR Report for FY 2017 was reviewed by the Audit Committee and appropriate feedback was given to Sikich. A copy of the final CAFR for FY 17 was provided to the Board.

The Audit Committee is recommending approval of the CAFR. Mr. Johnson informed the Board that the auditing firm noted this was the cleanest audit the College has had in recent years. The Board thanked Ms. Hansen for her effort on the audit.

On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, the Board unanimously approved the CAFR for FY17. 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
Employee Health & Dental
Insurance

Ms. McCluskey provided a review of the renewal process. She noted the Health Insurance Advisory Committee met last week and has made a recommendation to the Board of Trustees for the 2018 Health Insurance Renewal.

After discussing possible plan and rate changes with our benefits consultant, VistaNational, and the College's Health Insurance Advisory Committee, we are recommending maintaining current plan options and premium rates. We are also recommending combining the medical and prescription drug deductibles. This recommendation is being made based on a few factors (1) the College has a healthy fund balance of \$2.8M, (2) we estimate maintaining rates will only decrease our health fund balance by \$50,000, (3) our current plans are affordable, compliant with the Affordable Care Act and well-known by our employees.

On a motion by Ms. Watkins seconded by Mr. Doubler and on a roll call vote, the Board approved the Insurance Advisory Committee Recommendation for the 2018 Health Insurance Renewal to continue insurance premiums at their current rates with no increase 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
PHS Project – West Boiler

Mr. Fuss noted that since 2012 the Board has approved the use of Protection, Health and Safety (PHS) funds to complete important campus projects such as chillers, roof repairs, and parking lot replacement. He presented a proposal to replace the College's West Boilers, a project that was deferred in order to replace the south parking lot and repair the ring road. These boilers serve the west portion of campus including the Library and Gym.

The total estimated cost of this project is \$744,150. If the Board approves the project the College would then issue a Request for Proposal (RFP) for the work which would back to the Board for final approval.

Mr. Fuss noted he would be recommending additional PHS projects to the Board at the November 2017 meeting.

On a motion by Dr. Burke seconded by Mr. Doubler and on a roll call vote, the Board approved the PHS project for the West Boiler. 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 was a single travel expense submitted by Mr. Johnson to attend the ICCTA meeting on September 8, 2017.

On a motion by Ms. Watkins seconded by Dr. Hammon and on a roll call vote, the Board approved the travel reimbursement for Bob Johnson in the amount of \$115.56 for mileage to the ICCTA meeting. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver. Mr. Johnson abstained from voting.

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
an Emergency or Other
Extraordinary Circumstances

There were no reimbursable travel expenses due to an emergency or other extraordinary circumstance.

NEW BUSINESS –
Board Member Discussion

Ms. Watkins stated she has additional notes on the audit report taken during the audit committee meeting, if any trustees are interested in reviewing the information.

Mr. Johnson provided a pie chart on Kishwaukee College management discussion and analysis for fiscal year 2017 that came as a result of a request for the information from the audit committee meeting.

The Board congratulated Bette Chilton on her nomination for the Athena Award.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of September 12, 2017*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Laura Chiavini, Creative Communications Specialist (Apr 2018)
 - John Desjarlais, Faculty (May 2018)
 - Nancy Partch, Dean of Student Services (June 2018)

On a motion by Dr. Hammon, seconded by Ms. Mason, 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. She noted the accreditation visit for our Nursing program was led by Bette Chilton and we feel the site visit went extremely well.

Mr. Johnson would like to discuss meeting with the individual high school Board’s. We would like to have it fit into everyone’s schedules but be held separately from their Board meetings. The College could potentially host something in the spring along with rolling out any new scholarship opportunities for in-district students.

ADJOURNMENT

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

Secretary, Board of Trustees

Chair, Board of Trustees