

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

July 11, 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 5:01 p.m. by Board Chair, Robert Johnson, on Tuesday, July 11, 2017, in the C-2175 Founders Boardroom.

ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Bobbi Burke

OTHERS PRESENT

STAFF PRESENT:

Laurie Borowicz, President; Cindy McCluskey, Executive Assistant to the President, Dr. Joanne Kantner, Vice President of Instruction, Dr. Bill Nicklas, Executive Director of Development.

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, COLLECTIVE  
BARGAINING NEGOTIATIONS,  
AND PROBABLE, PENDING, OR  
IMMINENT LITIGATION

On a motion by Ms. Watkins, seconded by Ms. Mason, 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, collective bargaining negotiations, and probable, pending, or imminent litigation. . Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

The closed session began at 5:32 pm. and ended at 5:54 pm. Dr. Borowicz, Ms. McCluskey, Dr. Nicklas, and Dr. Kantner were invited to attend closed session.

RECOVENE OPEN SESSION

The Board took a break at 5:54 pm. The open session of the meeting resumed at 5:59 pm.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Bobbi Burke

OTHERS PRESENT

Katie Banasiak, Sycamore

STAFF PRESENT:

Laurie Borowicz, President; Tim Banasiak, Faculty; Chase Budziak, Dean, MSB; Bette Chilton, Dean of Health & Education; Pernevelon Ellis, Kevin Fuss, Vice President Administration; Missy Gillis, Director Student Outreach/Ed Partnerships; Kathy Jones, Purchasing Coordinator; Kayte Hamel, Executive Director of MPR; Jill Hansen, Director of Fiscal Services; Joanne Kantner, Vice President of Instruction; Jennifer Jossendal, Faculty; Scott Kawall, Director of Student Involvement; Mary Ann Kolls, Interim Dean, WCE; Christine Kyler, Development Coordinator Foundation; Keith Lamb, Director of

Operations; Branden McCullough, Faculty; Mark Lanting, Director of Accreditation & Grants; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Executive Director of IT; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services

## PUBLIC COMMENT

There were no public comment requests this month.

## COMMITTEE REPORTS

Audit Committee

Executive Committee - Minutes of May 23, 2017

Finance Committee

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

- Ms. Watkins thanked Mr. Nicklas and staff for their work on the Foundation Golf Outing and stated she felt it went very well.

50<sup>th</sup> Anniversary Committee Update – Dr. Doubler provided an update on the event.

- The committee is currently looking at several logo designs. They have events planned for every month of the 50<sup>th</sup> Year. The logo will be unveiled in the *Pride Magazine* next month.

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.

INFORMATION & REPORTS –  
Facilities Update

Mr. Fuss provided a facilities update. The baseball net is fixed and we have been hosting tournaments. The south parking lot is being completed, and they are beginning to work on the west side. A draft copy of the facility condition report has been received. We are working on a facilities condition presentation that will be provided at the July 25, 2017, Board of Trustees Executive committee meeting.

Dr. Borowicz asked which trustees planned to attend the presentation on the facilities condition report. Ms. Spears, Ms. Mason, Dr. Hammon and Mr. Johnson are planning to attend.

INFORMATION & REPORTS –  
Upcoming College Events

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

NEW BUSINESS – Approval of  
Collective Bargaining with the  
Kishwaukee College Education  
Association (KCEA) Faculty Union

Dr. Borowicz noted she had been informed that the faculty had voted to approve the contract as presented and asked the Board for their approval.

On a motion by Ms. Spears, seconded by Ms. Watkins and on a roll call vote the Board approved the Collective Bargaining Agreement with the Kishwaukee College Education Association (KCEA) Faculty Union for 2017-2022. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

Dr. Borowicz stated she was extremely grateful to the faculty negotiators for their personal commitment to get us to the place where we are currently. Building relationships between the faculty and the other staff has been a priority. She commended the negotiating team for their commitment.

NEW BUSINESS – Approval of  
Collective Bargaining with the  
Kishwaukee College Education  
Association (KCEA) Faculty Union  
(cont'd)

Ms. Jossendal thanked Dr. Borowicz, Dr. Nicklas, and Dr. Kantner and stated she felt negotiations were handled very professionally. She added that it is a very fair-minded, progressive contract for the faculty and for the campus. She thanked the Board for giving them the support to get them to where they are.

Ms. Jossendal, Mr. Banasiak, and Mr. Ellis left the meeting at 6:45 pm. Ms. Kyler left at 6:47 pm.

NEW BUSINESS – Tentative FY18  
Budget

Mr. Fuss provided a FY18 Tentative Budget Update. Mr. Fuss made several revisions based on the FY18 State Budget being approved. He noted that we are scheduled to receive funding for veterans grants, which have not been funded for several years.

Mr. Fuss thanked the Senior Leadership Team and all of the other staff members for their work on helping to put together the tentative budget.

Mr. Fuss reviewed Categories of Deferred Expenditures, Restricted Tax Fund Group, Operations and Maintenance Restricted Fund, and Auxiliary Funds. PHS projects use to need ICCB approval but now do not. We will continue to get certification from Demonica Kemper that specific projects qualify for the use of PHS funds.

Mr. Fuss reviewed the next steps and noted that we are planning to hold a finance committee meeting prior to the next Board meeting.

Mr. Johnson stated he would encourage the administration to consider ways to use the state funding that is directly related to our students. We need to get the word out that we have map grants and they are being funded. Students for fall that are getting map grants would have to have already apply.

Until we receive the facility condition report it is hard to determine where we will be with financial costs to improve our infrastructure. We will continue to look at strategies to encourage re-enrollment. The Board would like us to look at ways in which we can reduce a student's cost to attend and we need to look into doing that as soon as possible. Ms. Mason felt it would say a lot to the community and our students if we use the funding to help our students. We want to make sure we are adequately funding the services students need to be successful.

Dr. Borowicz stated we would have further discussions and bring back proposals that identify the best options for the College to proceed. She identified several other areas that need attention if we have adequate funding. We have increased our online studies by 32 classes; our instructors have to have laptops. She would encourage us to look at those things before we proceed along with looking at some incentives for helping students with their tuition.

NEW BUSINESS – Notice of  
Public Hearing for FY'18 Budget

A public hearing regarding the FY '18 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. Hammon, and on a roll call vote, the Board approved the resolution for the Notice of Public Hearing for the FY18 Budget. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

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, 2018.

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

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 Mr. Doubler, and on a roll call vote, the Board approved the Prevailing Wage Resolution. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
Insurance Consultant Contract

In 2016, the College contracted with Bushue Human Resources, Inc. to provide insurance consulting services. That agreement ended on May 31, 2017. The College chose not to automatically renew the contract and instead issued a Request for Quotes (RFQ) for these services. The Insurance committee reviewed the proposals and invited four consulting firms to campus to share a presentation on their services. After reviewing the presentations, and fee structure, following up with additional questions and checking references, the Insurance Committee is recommending the College contract with VistaNational, with a local office in Oak Brook, IL.

On a motion by Ms. Mason, seconded by Mr. Doubler, and on a roll call vote, the Board approved the insurance consultant contract with Vista National for an annual consulting fee of \$55,000. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
Athletic Insurance Renewal

To cover accidental injuries for our student athletes, the College purchases Blanket Intercollegiate Accident coverage and catastrophic coverage from First Agency, a company that specializes in this type of insurance line. The FY18 premium amount is \$46,730 for coverage from August 1, 2017 to August 1, 2018.

On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board approved the athletic insurance renewal with First Agency, in the amount of \$46,730. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
Association of Community College  
Trustees (ACCT) Annual Dues

On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board approved paying the Association of Community College (ACCT) annual dues for FY18 in an amount of \$3,240.00. Those voting “aye” were: 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

The Board attended the ICCTA Annual Convention with conference fees costing a total of \$1,400.00 for trustees, Robert Johnson, Robert Hammon, Kathy Spears and Kathy Watkins. On a motion by Ms. Spears, seconded by Ms. Mason, and on a roll call vote, the Board approved the travel expenses for members of the Board of Trustees to attend the ICCTA Annual Convention in an amount of \$1,400.00. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
Travel Expenses that Exceed the

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

Maximum Allowable  
ReimbursementNEW BUSINESS – Approval of  
Tax Abatement for City of Genoa –  
Service Concepts

The City of Genoa asked the College to consider approving a 5-year property tax abatement for Service Concepts Inc., for construction of a new industrial building in Genoa. Mr. Fuss reminded the board that this abatement request will only be for new taxes.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved the 5-Year tax abatement ordinance for Service Concepts Inc., Genoa, IL. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
Tax Abatement for City of Genoa –  
J6 Polymers

The City of Genoa asked the College to consider approving a 3-year property tax abatement for J6 Polymers and Wood Ventures LLC, for redevelopment and expansion of industrial property in Genoa, IL.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved the 3-Year tax abatement ordinance for J6 Polymers and Wood Ventures, LLC, Genoa, IL. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual  
Revisions

The Board was provided with several policy manual changes this month.

The following policy manual changes were recommended for Board action:

1. Policy change to update our social media policy to be compliant with federal and state regulations..
  - ***Policy Manual Revision – Policy 4.12.01 Social Media***
2. Policy change to update our solicitation policy.
  - ***Policy Manual Revision – Policy 4.15 Solicitation***
3. Policy change to add an Assembly, Rally or Demonstration policy.
  - ***Policy Manual Revision – Policy 4.15.01 Assembly, Rally or Demonstration***

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: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS –  
Board Member Discussion

No discussion.

## CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of June 6, 2017
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. F. Staff Resignations/Appointments
  - Resignations
    - Samantha Dailey, Executive Director of Human Resources
  - Appointments
    - Probationary Full-Time Faculty
      - Debra Ernest, EMS Instructor with Special Assignment, \$45,000 annually
      - Steven Ernest, EMGS Instructor, \$50,000 annually

CONSENT AGENDA  
(cont'd)

- Full-Time Professional Staff (Exempt)

- Sean Kesslering, Lead Academic Advisor, \$52,500 annually
- Nick Piazza, Assistant Director of Information Technology, \$65,000 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: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

STUDENT REP REPORT

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

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report. Dr. Borowicz reviewed goals with the Board.

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: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

The closed session began at 8:02 pm. and ended at 9:18 pm. Dr. Borowicz was invited to attend the closed session.

RECONVENE OPEN SESSION

The open session of the meeting resumed at 9:18 pm

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 9:19 pm. On a motion by Dr. Hammon, seconded by Ms. Watkins, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees