

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

May 8, 2018

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, April 10, 2018, in the C-2175 Founders Board Room.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke  
Ken Doubler  
Robert Hammon  
Robert Johnson  
Linda Mason  
Kathy Spears  
Kathy Watkins  
Jonathan Prose, Student Trustee

VISITORS:

Drew Zimmerman, Daily Chronicle

MEMBERS ABSENT:

None

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Dean MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director Research & Data Management; Matt Feuerborn, Dean of CT; Kevin Fuss Vice President Administration; Kayte Hamel, Executive Director of MPR; Jill Hansen, Steve Kimmel, Director ECC; Laurie Hoecherl, Faculty; Marie Meadors, Faculty; Joanne Kantner, Vice President of Instruction; Mary Ann Kolls, Director WCE; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Mark Lanting, Director Accreditation & Grants; 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 of Student Services; Michelle Rothmeyer, Vice President of Student Services; Sonia Reising, Director Enrollment Services, Cynthia Stonesifer, Director Financial Aid.

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

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, 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 Jonathan Prose. Ms. Ohlinger and Ms. McCluskey were invited to attend closed session.

The closed session began at 5:32 p.m. and ended at 6:10 p.m.

RECONVENE OPEN SESSION

The open session resumed at 6:13 pm.

PUBLIC COMMENT

None

COMMUNICATIONS

Dr. Borowicz reviewed a letter written by Mr. Michael Walt congratulating the College on 50 years of service to the community and students. Mr. Walt was a past student and instructor of the College.

Mr. Johnson received a letter from the Government Finance Officers Association notifying the College that the comprehensive annual financial report for the fiscal year ending in 2017 qualifies for Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The certificate is the highest form of recognition in governmental accounting and financial reporting.

PRESENTATION- Electronic  
Board DocumentsElectronic Board Documents

Mr. McGarry presented to the Board an overview of electronic Board packet options. Electronic software would allow the Board to receive packets and track documents electronically and would eliminate the cost and need to send packets through the mail.

The Board indicated they were in favor of proceeding with options for electronic board packets. Dr. Borowicz noted her office would continue to review the various platforms and select one that will work best for the College. The trustees discussed ipads that would be used conduct college business for those trustees requesting them.

Dr. Borowicz will do additional research and bring back a recommendation to the Board.

## COMMITTEE REPORTS

## Audit Committee

Executive Committee- Minutes from March 22, 2018

## Finance Committee

## Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.
- The Golf Outing is scheduled for June 9, 2018

50<sup>th</sup> Anniversary Committee

- Ms. Hamel provided a report from the 50<sup>th</sup> Anniversary Committee.
- Alumni Art Show the evening of the Wine Walk

## Strategic Planning Committee

- On hold due to AQIP commitments

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

Ms. Hansen provided an update on the comparison of Revenue & Expenditures. Year-to-date revenue is ahead of year-to-date FY18 budgeted revenue by \$3,323,112 due to receiving \$2,576,857 in state funds earlier than expected. Year-to-date expenses are under FY18 budget.

INFORMATION & REPORTS –  
State Revenue Update

Mr. Fuss provided an updated report on State of Illinois payments that have been received by the College.

INFORMATION & REPORTS –  
Dashboard Report

The Board was provided with an updated Dashboard Report.

INFORMATION & REPORTS –  
Grant Report Update

The Board was provided with an updated monthly Grant Report.

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 –  
Monthly KEC Financial

The Board was provided with the monthly KEC financial report.

INFORMATION & REPORTS-  
FOIA Report

The Board was provided with the April FOIA Activity Report.

INFORMATION & REPORTS-  
Auxiliary Enterprise Fund Budgets  
Review

Mr. Fuss provided the FY19 Budget draft of the Auxiliary Enterprise Funds as of April 25, 2018. The Board was in favor of proceeding with the proposed auxiliary enterprise fund proposals.

**INFORMATION & REPORTS-  
Academic Achievement 2018-2019  
Scholarship Report**

Ms. Rothmeyer provided information on the Academic Achievement 2018-2019 Awards. Total projected cost for 2018-2019 Academic Achievement Scholarships is \$117,000. The Foundation covered \$24,000.00 of the 2017-2018 scholarship expense.

- 2<sup>nd</sup> Year Students (fall & spring \$1,000 each semester) - 19 students for a total cost of \$38,000.
- 1<sup>st</sup> Year Students/President's Scholar (fall & spring \$1,000 each semester, renewable for a 2<sup>nd</sup> year) - 24 students for a total cost of \$48,000
- New: 1<sup>st</sup> Year Students/College Scholar (fall 7 Spring \$500 each semester – pilot program) - 31 students for a total cost of \$31,000.

Dr. Nicklas stated he approached the foundation finance committee and they unanimously recommended picking up one-half of the total cost, it will go to the full committee for a vote. The Board thanked the foundation for considering sharing the cost.

**OLD BUSINESS – KEC  
Partnership Update**

The Board reviewed a draft letter that could be provided by Board Chair Bob Johnson to KEC regarding the current balance in their fund and informing them that the College will no longer pay bills when there is a negative balance, effective July 1, 2018.

The Board stated they are pleased with their association with the College but at this time have decided that for this year we will continue as we have in previous years, but going forward the College will not be paying bills for the KEC if there are insufficient funds to cover them.

On a motion by Dr. Hammon, seconded by Ms. Mason and on a voice vote, the Board approved the proposed change in covering expenditures for the KEC effective July 1, 2018. Ms. Watkins voted against the proposal.

**OLD BUSINESS –KCSS Pay  
Bands**

Ms. McCluskey proved the board with a listing of the paybands and associated positions for KCSS. The information was requested during last month's board meeting. The Board requested that the paybands also include associated salaries; this item will be provided at the June Board meeting.

**NEW BUSINESS – Approval of  
President's Multi-Year  
Employment Contract- Dr.  
Borowicz**

The Board agreed on terms for an extension of Dr. Laurie Borowicz's contract. The contract was posted for the required 48 hours on the College's website. The Board congratulated Dr. Borowicz on her contract extension and service to the College.

On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the President's Multi-Year Employment Contract. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

**NEW BUSINESS – Approval of  
Employment Contracts for College  
Administrators for the period from  
July 1, 2018 to June, 30, 2019**

The Board received employment contracts for College Administrators for the period of July 1, 2018 to June 30, 2019. There was one administrator contract that was approved during this fiscal year period for a six-month contract as noted by the Board, all other contracts were approved as 12-month contracts.

On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board approved the Employment Contracts for College Administrators for the period from July 1, 2018 to June 30, 2019. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

**NEW BUSINESS – Approval of  
Employment Contracts for College**

The Board received employment contracts for College Professional Staff for the period of July 1, 2018 to June 30, 2019.

Professional Staff for the period from July 1, 2018 to June 30, 2019	On a motion by Ms. Spears, seconded by Dr. Burke, and on a roll call vote, the Board approved the employment contracts for College Professional Staff. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.
NEW BUSINESS –Approval of Employment Contracts for College Grant Funded Professional Staff for the period from July 1, 2018 to June 30, 2019	<p>The Board received employment contracts for College Grant-Funded Professional Staff for the period of July 1, 2018 to June 30, 2019.</p> <p>On a motion by Ms. Spears, seconded by Mr. Doubler, and on a roll call vote, the Board approved the employment contracts for College Grant Funded Professional Staff. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.</p>
NEW BUSINESS – Approval of Summer 2018 Full-Time Faculty Appointments	<p>Dr. Kantner recommended the Board approve the full-time teaching assignments for Summer 2018 academic term. Assignments are subject to minimum class enrollment, availability of adjunct staffing and budget. The total cost is \$219,000, which is a \$29,500 decrease over the Summer 2017 full-time teaching staff.</p> <p>On a motion by Ms. Mason, seconded by Mr. Doubler, and on a roll call vote, the Board approved the summer 2018 full-time faculty appointments. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.</p>
NEW BUSINESS – Approval of FY19 Supplemental Days Contracts	<p>Dr. Kantner recommended the Board approve 91.5 contractual supplemental days beginning July 1, 2018 through June 30, 2019. The total estimated cost is \$32,212.36. The Board was asked to approve the FY19 Supplemental Days as recommended.</p> <p>On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board approved the FY19 91.5 contractual Supplemental Days. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.</p>
NEW BUSINESS – Approval of Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bonds	<p>The Board was asked to approve the Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bonds to complete the transition from Mr. Fuss to Ms. Hansen.</p> <p>On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bonds. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.</p>
NEW BUSINESS – Approval of ACCT 2018-2019 Membership Renewal Dues	The Board was asked to approve the ACCT 2018-2019 membership renewal dues. On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, the Board approved the ACCT 2018-2019 Membership Renewal Dues. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.
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 an Emergency or Other Extraordinary Circumstances      The Board was asked to approve the emergency expenditure for the replacement of the handicap lift to allow accessibility from the main campus to the B1400 Corridor.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the reimbursable expense because of an emergency or other extraordinary circumstance. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

BOARD MEMBER DISCUSSION-      The Board Retreat is being scheduled for June 12, 2018. Ms. Mason is unable to attend the meeting but may be available via conference call.

Kish Commencement is May 19, 2018. The Board was provided with the agenda for the day.

The ICCTA Annual Convention is June 2, Bob Pritchard will be honored at the event. Board members should let Michelle Ohlinger know who will be attending. Ms. Spears is attending on Friday only.

The Board thanked Mr. Fuss for his 19 years of service to the College. Mr. Fuss thanked everyone for the opportunities he has had at the College, and for all the great people he has been able to work with over the years.

CONSENT AGENDA      The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of April 10, 2018\*
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. Staff Resignations/Appointments
  - Resignations - none
  - Appointments
    - Bette Chilton, Executive Dean Career Technology Education (\$105,607.78 annually)
    - Jill Hansen, Chief Financial Officer (\$100,000 annually)
    - Sonia Reising, Director of Student Success (\$70,000 annually)
    - April Gleason High, Multi-Media Designer/Writer (\$42,000 annually)

On a motion by Mr. Doubler, 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, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.

STUDENT REPRESENTATIVE’S REPORT      Mr. Prose provided the board with the Student Trustee Report

PRESIDENT’S REPORT      Dr. Borowicz provided the President’s Report. Dr. Borowicz was pleased to announce that the College has been approved by the Higher Learning Commission (HLC) to offer degrees entirely online.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:28 pm. On a motion by Dr. Burke seconded by Mr. Prose, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees