

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
September 11, 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, September 11, 2018, in the C-2175 Founders Board Room.

ROLL CALL

MEMBERS PRESENT:

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

VISITORS:

MEMBERS ABSENT:

Linda Mason

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Dean MSB; Bette Chilton, Executive Dean of CT; Matthew Crull, Director Research & Data Management; Judson Curry, Associate Dean ACSS; Dave Dammon, Associate Dean of CT; Anne-Marie Green, Director Academic Support; Kayte Hamel, Executive Director of MPR; Jill Hansen, CFO; Keith Lamb, Director of Operations; Barbara Leach, Associate Dean Accreditation, Assessments and Grants; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Tania Nezzick, Biology Instructor; Executive Director of IT; Bill Nicklas, Special Assistant to the President; Michelle Ohlinger, Executive Assistant to the President; Nick Piazza, Director of Development and Compliance; Sonia Reising, Director of Student Success; Michelle Rothmeyer, Vice President of Student Services; Kyra Rider, Associate Dean of MSB; Cyndi Stonesifer, Director of Financial Aid;

PUBLIC COMMENT

None

PUBLIC HEARING ON FY'19
BUDGET

Mr. Johnson stated that the College is required to hold a public hearing prior to the Board adopting the operating budget each year. The FY19 budget has been put on display and available for public inspection.

Mr. Johnson stated that he received an email from a member of the community asking questions about the College's new strategy with not budgeting for state funding. In the past, the lack of State funding had caused the College to have a reduction in force and the raising of tuition. In budgeting for no state funding the College is able to replenish the reserve funds as the state funds come in. The current Board philosophy is that we don't want to be hung out to dry by a state that may or may not be able to fund higher education. The FY19 budget will be balanced using the funds of the prior years that have been put in the O & M account. As state funds come in, the funds will be placed in O & M to cover for the year ahead.

Mr. Johnson asked if there were any questions from the audience. Hearing none and on a motion by Dr. Hammon, seconded by Ms. Watkins, the Board voted unanimously to close the Public Hearing on the FY' 19 budget. Those voting "aye" were: Bobbi Burke, Ken Doubler, Kathy Spears and student advisory vote Jonathan Prose.

COMMUNICATIONS

None

PRESENTATIONS- PHS Projects

Ms. Hansen and Dr. Nicklas presented on the PHS projects. The Board will need to approve PHS projects to levy for the funds. The recommended PHS projects will be presented for approval at the October 9th Board meeting.

Dr. Nicklas discussed with the Board four options for the proposal of the sewer system project.

PRESENTATIONS- PHS Projects Cont'd	Dr. Nicklas mentioned that the College has a meeting with the Village of Malta tomorrow. Dr. Borowicz stated that we will be asking to approve the sewer project during the October Board meeting.
COMMITTEE REPORTS	<p>Audit Committee- September 25, 2018 Executive Committee- Minutes of July 24, 2018* Finance Committee Foundation Liaison Report</p> <ul style="list-style-type: none"> • Dr. Nicklas provided the Foundation report. <ul style="list-style-type: none"> ○ The Foundation is focusing on expanding the impact of the Champions Fund, strengthening local support for Kish Athletics and building local donor support for the Academic Achievement Scholarship Program. ○ Mr. Piazza is helping with the Foundation. • Dr. Borowicz provided a report from the 50th Anniversary Committee. <ul style="list-style-type: none"> ○ The 50th Anniversary Homecoming event will be held Saturday, September 15th from 11:00am – 2:00pm on Kish's campus. The formal unveiling ceremony "Kish 50 & Forward" will be at 1:00 pm. Lunch will be open to the public. ○ Jonamac Orchard's corn maze features the 50th Anniversary logo and will have a Kish Family weekend September 22 & 23rd. ○ Dr. Burke and Mr. Doubler commended the 50th Anniversary Committee and Ms. Hamel on a great job. <p>FOIA Report</p> <ul style="list-style-type: none"> • The FOIA report was provided to the Board.
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 FY19 budgeted revenue by \$357,341 due to receiving \$304,057 in state funds. Year-to-date expenses are under FY19 budget. Student Services and Other Expenditures are over Year-to-date budget due to the awarding of Fall Academic Achievement Scholarships, Staff Waivers and Dependent Waivers.
INFORMATION & REPORTS – Dashboard Report	The Board was provided with an updated Dashboard Report.
INFORMATION & REPORTS – Upcoming College Events	Dr. Borowicz provided a monthly report with upcoming College events.
INFORMATION & REPORTS – Monthly KEC Financial	The Board was provided with the monthly KEC financial report.
INFORMATION & REPORTS- Facilitates Report	<p>Dr. Nicklas provided the Board with the facilities report.</p> <p>Dr. Nicklas mentioned to the Board that the College will go out for an RFP for landscape design services to help with the vast campus grounds and an RFP for Emergency Planning and Training. Both projects are planned to be presented for approval at the October Board meeting.</p> <p>Dr. Nicklas mentioned that the library remodeling has been discussed to include the tutoring. Dr. Borowicz mentioned that Dr. Nicklas and Mr. Lamb will be working to create the plans for the learning center.</p>
INFORMATION & REPORTS- Historical Analysis of End-of-the Year Fund Balances	<p>Ms. Hansen provided a review of the 11- year the historical analysis of end-of-the-year fund balances. Ms. Hansen explained to the Board the O & M restricted balance. The balance includes a transfer of \$3.1 million from FY'17 and a proposed \$3.6 million for FY'18.</p> <p>Ms. Watkins expressed her appreciation to Ms. Hansen for providing the report. Mr. Johnson stated that it was strategic to build the O& M fund balance. It is recommended to keep a minimum fund balance at 25%.</p>

OLD BUSINESS –

NONE

NEW BUSINESS- Approval of Employment Contracts for College Administrators and Professional Staff

The Board reviewed employment contracts for College Administrators and Professional Staff. There were four Administrators contracts and one Professional Staff. The new hires introduced themselves and received a welcome from the Board.

Ms. Spears thanked Ms. Green on her work with the AQIP Portfolio.

Dr. Borowicz mentioned that Mr. Feuerborn has resigned.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the Employment Contracts for College Administrators and Professional Staff. Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears and student advisory vote Johnathan Prose.

NEW BUSINESS- Approval of FY’19 Budget

The Administration’s recommendation is for Board approval of the FY’19 budget as presented and discussed previously with the Board over the last several months. The preliminary Fiscal Year 2019 Budget has been available to the public since the July Board of Trustees Meeting.

On a motion by Dr. Hammon, seconded by Ms. Spears and on a roll call vote, the Board approved the FY’19 Budget. Those voting “aye” were: Ken Doubler, Bobbi Burke, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of FY’18 Year End Transfers

Ms. Hansen discussed with the Board that as a result in state funding in FY18, the operating fund balance is at \$8,882,541. It was recommended to move \$3,656,742 from the operating fund to the operations and maintenance restricted fund to close fiscal FY18.

On a motion by Ms. Spears, seconded by Mr. Doubler, and on a roll call vote, the Board approved the FY’18 Year End Transfers. Those voting “aye” were: Bobbi Burke, Robert Hammon, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS – Approval of College’s Strategic Plan

The Board was presented with the College’s Strategic Plan. Mr. Johnson stated that John Newton and his team did a nice job facilitating the process. Dr. Hammon mentioned that the development of the strategic plan was not done in isolation and that there was lot of input from the faculty, staff, numerous committee meetings and the community. The Strategic Initiatives are tied into the College’s AQIP categories. Mr. Johnson mentioned that last time the mission and vision statements remained the same, but this time it seemed appropriate.

On a motion by Dr. Hammon seconded by Ms. Spears and on a roll call vote, the Board approved the College’s Strategic Plan. Those voting “aye” were: Bobbi Burke, Ken Doubler, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of Conference Center Rates

Dr. Borowicz discussed with the Board the proposed FY19 rate. It is a 10% increase on the FY18 non- profit rate. The FY19 rates continue to provide affordable meeting space for the community. The new FY19 rates provides an incentive for organizations to utilize on site catering.

On a motion by Dr. Burke seconded by Dr. Hammon and on a roll call vote, the Board approved the conference center rates. Those voting “aye” were: Ken Doubler, Kathy Spears, Robert Johnson and student advisory vote Jonathan Prose. Kathy Watkins abstained.

NEW BUSINESS- Approval of Alcohol Request for Foundation Gala

Dr. Nicklas requested the Board approve the use of alcohol on campus for the Foundation Gala on November 3, 2018. MVP Sports, Inc. will provide the alcoholic beverages. A copy of their current dram shop insurance was provided.

NEW BUSINESS- Approval of Alcohol Request for Foundation Gala Cont'd.

Dr. Nicklas discussed with the Board the changing of the alcohol Board Policy. There currently are three liquor licenses in DeKalb County. A recommended revision of the Board's Alcohol Policy will be brought forward to a future meeting. .

On a motion by Dr. Burke seconded by Mr. Doubler and on a roll call vote, the Board approved the alcohol request for Foundation Gala. Those voting "aye" were: Robert Hammon, Kathy Spears, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Resolution Naming Local Election Official

There are various activities that the secretary to the board needs to carry out regarding board elections. It has been the practice of the Board to name the Secretary to the Board Ms. McCluskey as the local election official and she has then performed those duties on behalf of the board. The election is Tuesday, April 2, 2018.

The Board was provided with a summary of important dates for candidates picking up petitions and filing them. Dr. Borowicz recommended to the Board have Cindy McCluskey, Executive Director Board Relations and Human Resources, be named the local election official for the 2019 election.

Dr. Burke thanked Ms. McCluskey for her willingness to serve as the local election official.

On a motion by Mr. Doubler seconded by Ms. Watkins and on a roll call vote, the Board approved the resolution naming local election official. Those voting "aye" were: Bobbi Burke, Robert Hammon, Kathy Spears, Robert Johnson and student advisory vote Jonathan Prose.

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

The Board was asked to approve travel expenses for Kathy Spears and Kathy Watkins airfare to the ACCT Leadership Congress in October. In addition the Board was asked to approve travel expenses for Bob Johnson, Kathy Spears, and Kathy Watkins registration to the ICCTA Meeting in Peoria and Bob Johnson's hotel for the ICCTA Meeting in Peoria.

On a motion by Dr. Hammon seconded by Dr. Burke and on a roll call vote, the Board approved the travel expenses for any member of the Board of Trustees. Those voting "aye" were: Ken Doubler, Kathy Spears, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

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

None

BOARD MEMBER DISCUSSION-

Mr. Johnson stated that some members of the Board will be attending the ICCTA Board meeting this Friday and Saturday.

The 50th Anniversary Homecoming event will be this Saturday, September 15th.

Mr. Johnson is looking forward to hearing the ACCT Leadership Congress presentation after the conference in October.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of August 14, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*

On a motion by Ms. Watkins, 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 and student advisory vote Jonathan Prose.

STUDENT REPRESENTATIVE’S
REPORT

Mr. Prose provided the Board with the Student Trustee Report.

Dr. Borowicz stated that Ms. Roberts is doing a great job keeping up with the College’s social media accounts.

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report.

Dr. Borowicz mentioned the 10th day enrollment report. We continue to increase the online enrollments. There is an increase in part-time students. The fall-to-fall retention improved at approx. 1.5%. Kish is increasing in diversity. We are currently down 5.2% in enrollment for the year. The 10th day comparisons from the state will be available in October.

Dr. Borowicz mentioned that NIU has asked that Kish be part of the NIU Annual Annuity Walk on September 20th. Dr. Borowicz will be speaking at the event.

ADJOURNMENT

With no further business coming before the Board, Robert Johnson asked to adjourn the meeting at 6:43 pm. On a motion by Dr. Hammon seconded by Mr. Doubler, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees