

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
November 8, 2016

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, November 8 2016, in the Founders Boardroom C-2175.

ROLL CALL MEMBERS PRESENT:
Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Kathy Spears
Kathy Watkins
Gabrielle Cultra, Student Trustee

MEMBERS ABSENT:
Linda Mason

STAFF PRESENT:
Laurie Borowicz, President; Kevin Fuss, Vice President Institutional Effectiveness; Jill Hansen, Accountant; Kayte Hamel, Executive Director of MPR; Samantha Dailey, Executive Director of HR; Joanne Kantner, Interim Executive Dean of Learning Services; Robert McGarry, Director of IT; Cindy McCluskey, Executive Assistant to the President; Nancy Partch, Dean of Student Services; Bill Nicklas, Executive Director Foundation; Michelle Rothmeyer, Executive Director Enrollment Services; Cynthia Stonesifer, Director Financial Aid

STRATEGIC PLANNING The Board discussed strategic planning for the College. They reviewed the College's DISCUSSION Mission and Vision statements and it was agreed that we might want to update these and make them more relevant, shorter, and easier for people to remember and relate to.

The Board discussed the need to reduce the College's reliance on state funding and to rebuild the College reserves. The Board discussed assumptions for options such as tuition increases, staffing, enrollment, state aid, increasing new program and capital needs. The Board would like to get the College to a point where we have 25% of our yearly budget in reserves. We also need to consider a budget with reduced state aid.

The Board asked the administration to continue discussions on budget planning and to report to the Board with scenarios for the Board to further discuss.

Dr. Borowicz noted the Senior Leadership Team would be having a budget planning retreat next week and additional information would be provided to the Board at an upcoming meeting.

BREAK FOR DINNER The Board took a break for dinner at 5:00 pm.

RESUME MEETING The meeting resumed at 5:30 pm.

ROLL CALL MEMBERS PRESENT:
Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Kathy Spears
Kathy Watkins
Gabrielle Cultra, Student Trustee

ROLL CALL (cont'd)

MEMBERS ABSENT:

Linda Mason

VISITOR(S) PRESENT:

None

STAFF PRESENT:

Laurie Borowicz, President; Bette Chilton, Dean of Health & Education; Matthew Crull, Director of Research & Data Management; Samantha Dailey, Executive Director HR; Matt Feuerborn, Dean Career Technologies; Kevin Fuss, Vice President Institutional Effectiveness; Jill Hansen, Accountant; Sedgwick Harris, Vice President of Student Services; Kayte Hamel, Executive Director of MPR; Kathleen Jones, Purchasing Coordinator; Joanne Kantner, Interim Executive Dean of Learning Services; Steve Kimmel, Director ECC; LaCretia Konan, Director Business Training & Partnerships; Mary Ann Kolls, Interim Dean Workforce & Community Ed; Mark Lanting, Vice President Instruction; Keith Lamb, Director of Facilities; Jaime Long, Dean ACSS; Branden McCullough, Instructor; Cindy McCluskey, Executive Assistant to the President; Tania Nezrick, Instructor; Nancy Partch, Dean of Student Services; Bill Nicklas, Executive Director of Development; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Executive Director Enrollment Services; Cynthia Stonesifer, Director Financial Aid.

ADJOURN TO CLOSED SESSION

On a motion by Ms. Cultra, 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, probable, imminent or pending litigation, and collective bargaining negotiations.

Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

Dr. Borowicz, Ms. McCluskey, Ms. Dailey and Ms. Long and Ms. Hansen were invited to attend closed session.

The closed session began at 5:30 pm. and ended at 5:42 pm.

RESUME OPEN SESSION

The open session resumed at 5:46 pm.

COMMUNICATIONS

None

PRESENTATIONS

Technology Enhancement Plan - The Board reviewed the technology enhancement plan provided by Mr. Fuss. The Board asked about the savings in efficiency for staff time. The Board was in favor of the entire package.

Mr. Johnson thanked everyone involved with putting together the technology presentation.

COMMITTEE REPORTS

Audit Committee

Executive Committee - Minutes of September 27, 2016

Finance Committee

Kishwaukee College Foundation Report - Dr. Nicklas thanked everyone for their participation in the foundation gala and stated it was very successful. He provided the Board with the Kishwaukee College Funding Initiatives brochure. Dr. Borowicz stated that we are hoping to provide an insert for each of the four areas identified in the brochure.

- INFORMATION & REPORTS – Ms. Hansen reviewed the comparison of revenue and expenditures for FY’17 and FY’18. Comparison of Revenue & Expenditures FY’17 and FY’18 FY17 revenue is ahead of budget and FY16 actuals due to the receipt of the entire six-month stop-gap budget earlier in the fiscal year. The additional \$856,217 we received above budget is also contributing. Expenses are under FY17 budget and FY16 actuals.
- INFORMATION & REPORTS – The Board was provided a report with a historical analysis of the Early Childcare Center enrollment over the past five years. Mr. Kimmel was present at the meeting to answer questions. Early Childcare Center Report
- INFORMATION & REPORTS – Board Policy 5.13 requires that the Board will be provided an annual report of the disposition of all College Property that had an original value in excess of \$5,000. The Fiscal Year 2016 Annual Report of the Disposition of College Property with an Original Value of \$5,000 or Greater report was provided to the Board. This report contains one column for original cost and another column for “NBV” which stands for Net Book Value. Net Book Value is equal to the original cost less all depreciation that has accumulated since the asset was purchased.
- INFORMATION & REPORTS – Mark Lanting provided the Board information on AQIP. AQIP UPDATE
- NEW BUSINESS – Auditing Services Mr. Johnson stated he had asked Sikich to provide a proposal for the College’s auditing services. Mr. Fuss and Ms. Hansen were able to do some negotiating and a revised proposal was provided to the Board. The Foundation Board would need to approve the audit proposal for the foundation. Dr. Nicklas will take the proposal to the Foundation Finance Committee for approval. Mr. Johnson suggested that we accept the proposal contingent on the Foundation Board’s approval.
- On a motion by Ms. Mason seconded by Ms. Spears and on a roll call vote, the Board approved the three-year proposal from Sikich for the College’s auditing services. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.
- NEW BUSINESS – FLSA Position Adjustments The Board was asked to approve the FLSA positions adjustments based on new standards set by the Fair Labor Standards Act. Professional staff not meeting the qualifications to remain exempt were moved to Professional Staff Non/Exempt Hourly and will track their hours of work. Professional Staff members that were below \$48,000 a year but met the other criteria for remaining as a Professional Staff exempt employee had their salaries increased to \$48,000 effective December 1, 2016, and will keep their exempt status.
- On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board voted unanimously to approve the recommendations for the FLSA position adjustments. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.
- NEW BUSINESS – Appointing Treasurer & Approval of Treasurer’s Surety Bonds The Board was asked to appoint Kevin Fuss, Vice President of Institutional Effectiveness, as the College’s Treasurer and to approve the treasurer’s security bonds.
- On a motion by Ms. Spears, seconded by Dr. Burke, and on a roll call vote, the Board voted unanimously to approved appointing Kevin Fuss as the Treasurer and approved the treasurer’s surety bonds. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.
- NEW BUSINESS – Board Member Discussion The ICCTA meeting is on Friday, November 11, 2016. Robbins Schwartz will be providing a legal and legislative update on Friday, November 11, 2016, from 1 pm to 4 pm. Ms. Watkins, Ms. Spears, Mr. Johnson, Dr. Burke and Dr. Borowicz plan to attend the ICCTA meeting. Dr. Nicklas will also be attending the session. Gabrielle Cultra will be attending the student sessions.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of October 11, 2016*
- B. Report of Budgetary Revenues and Expenditures* - Dr. Borowicz noted that we are below anticipated expenditure costs.
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Carla Johnson, Counselor
 - Beth Young, Chief Financial Officer
 - Appointments
 - Temporary Full-Time Faculty
 - Eyrusalam Bedasso, Chemistry, \$23,000/Semester
 - Sean Kesselring, Counselor, \$45,000 annually
 - Full-Time Grant-Funded Professional Staff
 - Jaime Schrader, Director Adult Education & Perkins Support Services, \$50,000 annually
 - Full-Time Administrator
 - LaCretia Konan, Director Business & Training Partnerships, \$65,000 annually

On a motion by Ms. Watkins, 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, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

STUDENT REP REPORT

Ms. Cultra provided the Student Representative’s Report to the Board.

PRESIDENT’S REPORT

Dr. Borowicz presented the President’s Report.

Mr. Fuss provided a facilities update.

ADJOURN TO CLOSED SESSION

On a motion by Ms. Watson, seconded by Mr. Doubler, 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, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

The closed session began at 7:16 pm. and ended at 7:41 pm.

RESUME OPEN SESSION

The open session resumed at 7:41 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:42 pm. On a motion by Ms. Spears, seconded by Ms. Cultra, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees