

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
December 13, 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, December 13, 2016, in the Founders Boardroom C-2175.

ROLL CALL MEMBERS PRESENT:
Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears – arrived at 6:42 p.m.
Kathy Watkins
Gabrielle Cultra, Student Trustee

MEMBERS ABSENT:
None

STAFF PRESENT:
Laurie Borowicz, President; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean Health & Education; Matt Feuerborn, Dean of Career Technologies; Kevin Fuss, Vice President Institutional Effectiveness; Anne Marie Green, Interim Dean Library & Academic Services; Jill Hansen, Director of Fiscal Services; Sedgwick Harris, Vice President of Student Services; Kayte Hamel, Executive Director of MPR; Samantha Dailey, Executive Director of HR; Laurie Hoecherl, Faculty; Kathy Jones, Purchasing Coordinator; Joanne Kantner, Interim Executive Dean of Learning Services; Mary Ann Kolls, Interim Dean, WCE; Keith Lamb, Director of Operations; Mark Lanting, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Jaime Long, Dean ACSS; 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; Kyra Ryder, Faculty

ADJOURN TO CLOSED On a motion by Ms. Cultra, seconded by Dr. Burke, and on a roll call vote, the Board voted SESSION 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, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

 Dr. Borowicz, Ms. McCluskey, Ms. Dailey, Dr. Nicklas, Mr. McGarry, Ms. Rothmeyer, Ms. Hamel, and Ms. Long were invited to attend closed session.

 The closed session began at 5:33 pm. and ended at 5:45 pm.

RESUME OPEN SESSION The open session resumed at 5:45 pm.

COMMUNICATIONS None

PRESENTATIONS ICCT Cohort Financial Comparison - The Board reviewed the Cohort Financial Comparison provided by Mr. Crull.

COMMITTEE REPORTS Audit Committee
Executive Committee - Minutes of October 25, 2016
Finance Committee

Board of Trustees
December 13, 2016

COMMITTEE REPORTS
(cont'd)

Kishwaukee College Foundation Report

- Dr. Nicklas stated the Foundation Board has agreed to meeting with the Kishwaukee College Board of Trustees at 4:00 pm on January 10th. Mr. Ken Florey will help facilitate the meeting. Dr. Nicklas noted he has received several recent donations and greatly appreciates the generosity of our donors.

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

Ms. Hansen reviewed the comparison of revenue and expenditures for FY'17 and FY'18. Ms. Mason stated she was pleased with the highlights that were provided by Ms. Hansen.

INFORMATION & REPORTS –
4-year Historical Analysis

The Board was provided a report with a historical analysis. Mr. Johnson stated that it appears we are on track with where we anticipated being at this point in the year.

NEW BUSINESS – Approval of
College Calendars (2017-2018;
2018-2019, 2019-2020)

For many years we have brought the College Calendar recommendation to the Board on an annual basis so that the College will always be able to publish three years of calendars. This procedure greatly facilitates the planning process for the College and assists our students and the community. Upon the recommendation of Dr. Kantner and the College Calendar Committee we would ask that the Board approve changes to the 2017-2018 and 2018-2019 College Calendars that were previously approved in November of 2015, and seek to approve the College Calendar for 2019-2020.

On a motion by Dr. Hammon seconded by Mr. Doubler and on a roll call vote, the Board approved revisions to the 2017-2018 and 2018-2019 College Calendar and approved the College calendar for 2019-2020. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Career
Advisory Committees

Each of our career programs has a panel of community and business leaders who serve on a committee that provides feedback and advice to the faculty and staff in the program. These professionals meet several times a year and review program curricula, staffing, capital needs, and facility and course delivery issues. In this way, our career programs maintain contact with the career fields for whom they are preparing future employees. The Board was provided a list of the community members who are serving on these advisory committees for the 2016-2017 academic year.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board voted unanimously to approve the Career Advisory Committee appointments for the 2016-2017 academic year. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy
Manual Revisions

Dr. Hammon recommended waving the second reading and proceeding with voting on all of the policy manual revisions presented at tonight's meeting. On a motion by Dr. Hammon, seconded by Mr. Doubler the Board voted unanimously to waive the second reading on the policy manual revisions presented tonight.

NEW BUSINESS – Policy
Manual Revision – Policy
2.01.03 Administrator's Benefits

This policy revision addresses the need to update titles and to show accrual and separation statements. On a motion by Dr. Hammon, seconded by Ms. Mason and on a roll call vote, the Board approved the revisions to Board Policy 2.01.03 Administrator's Benefits. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy
Manual Revision – Policy
2.13.04 Compensatory (Comp)
Time

This policy revision addresses the need to include Exempt and Non-Exempt Professional Staff Language in our policy manual due to adding the classification of Non-Exempt Professional Staff.

Board of Trustees
December 13, 2016

NEW BUSINESS – Policy
Manual Revision – Policy
2.13.04 Compensatory (Comp)
Time (cont'd)

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board voted unanimously to approve the changes to Policy 2.13.04 Compensatory (Comp) Time. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy
Manual Revision – Policy
2.13.13 Evaluations

This policy revision addresses the need to include Adjunct Non-Bargaining Unit Faculty and KCAEA Adjunct Faculty following the collective bargaining agreement with the KCAEA Adjunct Faculty.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board voted unanimously to approve language to include Adjunct Non-Bargaining Unit Faculty and KCAEA Adjunct Faculty. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy
Manual Revision – Policy
2.13.35 Working Hours

This policy revision addresses the need to include Exempt and Non-Exempt Professional Staff Language in our policy manual due to adding the classification of Non-Exempt Professional Staff.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board voted unanimously to approve the changes to Policy 2.13.35 Working Hours. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy
Manual Revision – Policy
2.13.33 Whistleblower Policy

This policy revision addresses the need to update the policy language to include language when the entire Board and College President are included in a whistleblower complaint.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board voted unanimously to approve the policy revision to the Whistleblower Policy. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of
Collective Bargaining Agreement
with the Kishwaukee Council of
Support Staff (KCSS) Union

The Board was asked to approve the Collective Bargaining Agreement with the Kishwaukee Council of Support Staff (KCSS) Union as discussed in closed session. Dr. Borowicz noted that the Interest Based Bargaining process was used for the first time during this negotiation process and it was a very positive experience.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board voted unanimously to approve the policy revision to the Whistleblower Policy. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of
Fee – Transcript Cost Increase

Effective January 2017, the Kishwaukee College Enrollment Services office will be implementing immediate access to electronic transcript processing for our students. This enhanced option will cost an additional \$3.00 per transcript. As a result, the cost of ordering a transcript will go from the current cost of \$5.00 to \$8.00 per request. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

On a motion by Dr. Burke, seconded by Dr. Hammon, and on a roll call vote, the Board voted unanimously to approve increasing the transcript fee cost to \$8.00 per request. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS –
Board Member Discussion

Dr. Borowicz mentioned that the interim budget gave 3 million dollars to ICCB to be used as an emergency fund for community colleges. The ICCB used criteria in determining where the money would be distributed. There were six colleges that initially qualified for the funds. Kishwaukee College did not meet the current criteria for funding from the emergency fund.

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
 - Sedgwick Harris, VP Student Services -- pulled from the consent agenda for separate action
 - Appointments
 - Temporary Full-Time Faculty
 - Richard Bunton, CAD Instructor, \$25,000/Spring Semester
 - Probationary Full-Time Tenure Track Faculty
 - Karen Barron, Nursing Instructor, \$52,500 annually
 - Part-Time Grant-Funded Professional Staff – Non-Exempt
 - Annette Brandy, Adult Education Transition Specialist \$34,005 per academic year
 - Full-Time Professional Staff – Non-Exempt
 - Graciela Horta, Student Outreach Coordinator, \$40,000 annually
 - Full-Time Administrator
 - Michelle Rothmeyer, Interim Vice President of Student Services, \$102,000 annually

Dr. Hammon requested that Mr. Harris's resignation be removed from the consent agenda for separate action. Mr. Johnson noted that Mr. Harris's resignation was being removed from the consent agenda for separate action.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved the remaining items in the Consent Agenda.

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

As a separate agenda item, Dr. Hammon motioned to accept Mr. Harris's resignation. The Board thanked Mr. Harris for his service to Kishwaukee College, and wished him well in his future endeavors. Ms. Mason seconded the motion. On a roll call vote, the Board unanimously approved the resignation of Mr. Harris as VP of Student Services. 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.

Ms. Spears arrived at 6:42 pm.

PRESIDENT'S REPORT
(cont'd)

Ms. Chilton provided an update on BSN's being offered at community colleges.

Mr. Fuss provided a facilities update.

ADJOURN TO CLOSED
SESSION

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

ADJOURN TO CLOSED
SESSION (cont'd)

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

The closed session began at 7:05 pm. and ended at 7:24 pm.

RESUME OPEN SESSION

The open session resumed at 7:24 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:25 pm. On a motion by Ms. Cultra, seconded by Dr. Burke, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees