

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

February 9, 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 3:00 p.m. by Board Chair, Robert Johnson, on Tuesday, February 9, 2016, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Kathy Spears
Kathy Watkins
Ben Shank, Student Trustee

VISITOR(S) PRESENT:

Adam Orton, City of Sycamore
Norman Jenkins, Rochelle
Diane McNeilly, Rochelle

MEMBERS ABSENT:

Linda Mason

STAFF PRESENT:

Laurie Borowicz, President; Kacy Abeln, Faculty; John Acardo, Director of Human Resources; Tim Anderson, Faculty; Bette Chilton, Dean of Health & Education; John Boesche, Faculty; Greg Brink, Faculty; Dave Bresson, Database Administrator; Matthew Crull, Director of Institutional Research; Rachel Farley, Admin Assist Dean of Student Services; Matt Feuerborn, Dean of Career Technologies; Denise Fry, Admin Assistant, Continuing Education; Kevin Fuss, Vice President Institutional Effectiveness; Toni Gabriel, Systems Specialist; Anne-Marie Green, Director Library Services; Sedgwick Harris, Vice President of Student Services; Kayte Hamel, Director of MPR; Jill Hansen, Accountant; Marshall Hayes, Executive Director of Foundation; Miles Halpern, Faculty; Ami Irmen, Faculty; Kathy Jones, Purchasing Coordinator; Michelle Jones, HR Specialist; Michael Kuropas, Director of Campus Operations; Mindy Lange, Admin Assistant, ACSS; Mark Lanting, Vice President of Instruction; Bryce Law, Student Outreach & Orientation; Sarah Marsden, Counseling; Brandon McCullough, Faculty; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Acting Director IT/CIO; Kathy Mershon, Admin Assistant MSB; Brook Miller, A/V Media Tech; BJ Miller, Greenhouse Technician; Doug Moser, Grounds Manager; Tania Nezirick, Faculty; Benjamin Nicholson, Application Programmer; Nancy Partch, Dean of Student Services; Nicole Potts, Faculty; Matt Read, Faculty; Kyra Rider, Faculty; Michelle Rothmeyer, Director AR&R; Cynthia Stonesifer, Director of Financial Aid; Jacqueline Strapp, Students Success & Retention Coordinator; Allison VonEnde, Coordinator of Student Activities; Tricia Wagner, Director Adult Education; Everett Westmeyer; Faculty and Beth Young, Dean of Business Affairs and Interim CFO.

ADJOURN TO CLOSED SESSION

On a motion by Mr. Shank, seconded by Mr. Doubler, and on a roll call vote, the Board unanimously adjourned to closed session to discuss matters related to 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 the review of closed session minutes.

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

Dr. Borowicz, Michelle Jones and Cindy McCluskey were invited to attend the closed session. The closed session began at 3:04 p.m. and ended at 3:28 pm.

RESUME OPEN SESSION

The open session of the Board of Trustees meeting resumed at 3:31 pm

COMMUNICATIONS

None

COMMITTEE REPORTS

Audit Committee

Executive Committee - November 24, 2016

Finance Committee

Foundation Liaisons – the following report was provided by Mr. Hayes:

- The Foundation opened up the application process for Fall scholarships today. The deadline for the online applications is April 8th. The Foundation will be making approximately \$200,000 available for the Fall process.
- KC Foundation and the Marketing & Public Relations Department are happy to announce the winner of the free tuition contest for Spring semester; her name is Paige Schons. Paige is from Genoa and will be graduating soon. She hopes to transfer to a four-year school and pursue a career in healthcare.
- Goodwill Industries of Northern Illinois recently made the decision to upgrade their expendable scholarship fund in order to create an endowed fund with the Foundation. The fund is used to support Kishwaukee College students with disabilities. We thank our friends at Goodwill Industries for their generosity.
- Evelina Cichy contacted the Foundation with some good news recently. Evelina belongs to a group known as 100 Women Who Care whose purpose is to raise money and support local causes. Evelina presented a proposal that the group should support the instructional costs associated with providing additional adult education classes. Because Evelina was so passionate and persuasive in her presentation, the group voted to donate \$10,500 toward that program. Our thanks to Evelina for advocating on our behalf, to Joanne Kantner for helping Evelina make her case and to Linda Mason and all the members of 100 Women Who Care for their support of this program.
- Some recent large gifts received by the Foundation include:
 - \$25,000 from Yvonne Johnson
 - In-kind donation from Richard Perry of a Lancair Aircraft for use by the Aviation Program and KEC valued at \$395,000.

INFORMATION & REPORTS –
Comparison of Revenue &
Expenditures FY'15 and FY'16

Ms. Young reviewed the comparison of revenue and expenditures for FY'15 and FY'16.

The following explanation was offered:

With the budget stalemate in Springfield, the College has not received any State payments during this fiscal year. The backlog of payments now totals \$2,933,995. This is the highest backlog amount, dating back to 2009 when the State payments became delayed.

The College invests surplus cash reserves in CDs scheduled to mature months or years into the future, given projected future cash balances. As documented on the Cash and Investment Report, the College has \$11,512,863.72 invested in CDs at various banks in our district, so the College is not in danger of running out of cash. However, due to the backlog of State payments, liquid cash reserves are less than the College had anticipated when these CDs were originally purchased. Therefore, to meet the College's near-term accounts payable and payroll obligations, The College may have to "break" a CD and forgo interest earned to date.

INFORMATION & REPORTS –
2016 Fact Book

This is an annual report prepared by Matthew Crull, Director of Institutional Research. It provides a summary of some of the most pertinent facts related to key areas of the College. Board members and College faculty and staff have found it extremely useful in answering questions and preparing reports throughout the year.

Dr. Borowicz noted this information was predominately displayed on our website and that she had found the Fact Book helpful when reviewing information about the College during the Presidential Search.

NEW BUSINESS – Preliminary
FY'17 Budget Assumptions

Dr. Borowicz provided an overview of the current FY 17 budget assumptions and the budget development process. We will ask for the Board to take action on any tuition and fee increases at the March Board meeting. Dr. Borowicz noted that our budget was built on being down 6% and we are currently down 8.8%.

Ms. Spears noted that she struggles with how tuition increases affect our students. She worries that reducing our academic scholarship award amounts by 50% will affect us being able to attract top-level students who may have been eligible for those scholarships.

The Board expressed their appreciation to everyone that worked on pulling the information together that was provided to the Board in regards to the budget. Mr. Johnson noted the not knowing is the hardest part of this situation. It is very frustrating for people in Illinois. Thanks to everyone for pitching in and doing the best that can be done in a disappointing situation.

NEW BUSINESS – Review of
Closed Session Minutes

On a motion by Ms. Spears, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously that the minutes of July 14, 2015, August 11, 2015, September 8, 2015, October 13, 2015, November 17, 2015, December, 4, 2015, December 8, 2015-Session 1, and December 15, 2015, remain closed at this time due to the information regarding collective bargaining, the appointment, employment, compensation, discipline, performance or dismissal of *specific* employees of the public body or legal counsel for the public body and pending litigation and to open the minutes of November 30, 2015, December 1, 2015, December 2, 2015, December 3, 2015 and December 8, 2015-Session 2.

The Board authorized the destruction of the audio tapes of January 14, 2014, February 18, 2014, March 11, 2014, March 18, 2014, April 8, 2014, May 13, 2014, June 10, 2014 and July 8, 2014.

Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – John Roberts
Award

In 2009, the Kishwaukee College Board of Trustees established the John C. Roberts Community Service Award to honor John Roberts, one of the founders of Kishwaukee College, who had served as Chair of the Board of Trustees for 24 years. John Roberts was a man who valued service and worked tirelessly, not just for Kishwaukee College, but throughout the community for many key organizations and worthwhile causes. This College was modeled on the ideals valued and exemplified by Roberts and the other founders. The John C. Roberts Community Service Award was established to recognize and honor other community members who live their lives according to these same ideals.

In particular, Kishwaukee College’s John C. Roberts Community Service Award honors individuals who have made an outstanding contribution to the pursuit of excellence in education for the Kishwaukee College district communities by supporting the College for the benefit of students, businesses, and the community at large.

In the early years, the administration nominated an individual and took this recommendation to the Board for final approval. In 2014, the Board established a Board Committee with two Board members and two administrative representatives to identify candidates and make a recommendation to the full Board. That Committee met on February 9th and presented their recommendation to the Board at tonight’s meeting. The Board was asked to take action on the nomination of Richard Ohlinger of Rochelle as the recipient of this year’s John Roberts Award.

On a motion by Mr. Doubler, seconded by Dr. Hammon, and on a voice vote, the Board voted unanimously to approve Richard Ohlinger as this year’s recipient of the John Roberts Award. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – City of
Sycamore Intergovernmental
Agreement

An Intergovernmental Agreement is being requested by the City of Sycamore providing for property tax abatement for industrial, logistics, and knowledge based firms in the City of Sycamore. This Intergovernmental Agreement replaces the Agreement entered into in April 2005. The Board was asked to take action on this item. It is the administrations recommendation that the Board approve this agreement.

On a motion by Dr. Hammon, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously to approve the City of Sycamore Intergovernmental Agreement. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – Settlement
Property Damage Release
Agreement – SECURA Insurance
Company & Wagner Excavating
LLC

At the January 12, 2016 Board meeting, the Board instructed the College to facilitate a settlement of \$20,000 from SECURA Insurance Company and Wagner Excavating in compensation for damages incurred during the water main break in March 2015.

On a motion by Mr. Doubler, seconded by Dr. Hammon, and on a roll call vote, the Board voted unanimously to approve the Settlement Property Damage Release Agreement with SECURA Insurance Company & Wagner Excavating LLC. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – Approval of
Amended Vice President of Finance
& Administration Contract

The Vice Presidents have requested to forgo their previously approved salary increase for FY17 and to remain at their current salary for FY17. Their amended contracts were linked to the agenda on the College’s website and viewable for at least 48 hours in advance of the Board meeting.

On a motion by Mr. Doubler, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously to approve the Amended Vice President of Finance & Administration Contract. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – Approval of
Amended Vice President of
Institutional Effectiveness Contract

The Vice Presidents have requested to forgo their previously approved salary increase for FY17 and to remain at their current salary for FY17. Their amended contracts were linked to the agenda on the College’s website and viewable for at least 48 hours in advance of the Board meeting.

On a motion by Dr. Hammon, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously to approve the Amended Vice President of Institutional Effectiveness Contract. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – Approval of
Amended Vice President of
Instruction Contract

The Vice Presidents have requested to forgo their previously approved salary increase for FY17 and to remain at their current salary for FY17. Their amended contracts were linked to the agenda on the College’s website and viewable for at least 48 hours in advance of the Board meeting.

On a motion by Dr. Hammon, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously to approve the Amended Vice President of Instruction Contract. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Ben Shank.

NEW BUSINESS – Approval of
Amended Vice President of Student
Services Contract

The Vice Presidents have requested to forgo their previously approved salary increase for FY17 and to remain at their current salary for FY17. Their amended contracts were linked to the agenda on the College’s website and viewable for at least 48 hours in advance of the Board meeting.

On a motion by Dr. Hammon, seconded by Mr. Shank, and on a roll call vote, the Board voted unanimously to approve the Amended Vice President of Student Services Contract. 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

Dr. Burke and Ms. Spears participated in the call-in meeting for the ICCTA last month. Harper, CLC and Elgin are going to Washington DC for the meeting, there are approximately 16 trustees from the state of Illinois planning to attend.

The stalemate with the state budget was discussed. Ms. Spears noted that any advocacy that individuals may want to do to with legislators should be student focused, as legislators seem to respond more to how our students are affected than eliminating positions, travel etc. The focus of education is where they respond.

Karen Hunter Anderson was consulted on next year’s budget by the governor.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of January 12, 2016*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments*

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 Ben Shank.

STUDENT REPRESENTATIVE’S
REPORT

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

PRESIDENT’S REPORT

Dr. Borowicz presented the President’s Report.

Highlights

- On January 21, 2016, Beth Young, Dean of Business Affairs, assumed the position of Vice President of the DeKalb Chamber of Commerce. After serving for one year as Vice President, Beth will become the President of the DeKalb Chamber
- Kishwaukee College staff, faculty and students collected 4,604 pounds of non-perishable food for WLBK’s 15th Annual Freezn’ for Food Drive. That is nearly 20% of the 25,000 pound goal that had been set for this year’s drive. The College’s donation was delivered to the collection site by Dr. Tom Choice, President; Craig Jackson, Athletic Director; Sara Hall, Administrative Assistant in Marketing and Public Relations; and several student-athletes in a College turtle-top bus and a large van. The donation was so large, T.D. Ryan, WLBK DJ who spearheads the food drive, directed the bus and van go directly to the Salvation Army in DeKalb for drop-off.
- Laurie Hoecherl, Mathematics instructor, was named to the General Education Core Curriculum (GECC) Illinois Articulation Initiative (IAI) Panel on Mathematics. The Gess-IAI is a state-wide group tasked with facilitating the transfer of students among higher education institutions in Illinois.

PRESIDENT'S REPORT
(cont'd)

- In January 2016, the Early Childhood Center learned that our Gold Circle of Quality in ExceleRate Illinois had been successfully renewed. ExceleRate Illinois is a Quality Rating and Improvement System used to recognize excellence in early learning programs. Programs earn a "Circle of Quality" designation from four levels of quality with Gold being the highest rating attainable. The staff and families of the ECC are pleased to receive this award renewal as recognition of the services we provide for Kishwaukee College students and staff and community members.
- Our scores from NCLEX, were at a 96% pass rate. Out of the 45 ADN programs in the state of IL there will four higher and three that tied our score. We are in the top 17% in the Illinois Community Colleges. Dr. Lanting provided information on the Nursing program and our pass rates for TPM and Radiology are also very high. In Massage Therapy all seven of our graduates 100% passed it the first time taking the national licensure exam, our paramedic program had 100% pass rate for all seven students, and in our Radiologic Technology program, 92% of first time test takers passed the exam. On the second try, we had 100% pass rate. Our health education programs have dedicated faculty and the assessment process on quality improvement and a retention specialist is working with the programs.
- We received a letter from the Higher Learning Commission. They are sending out letters to the Colleges in Illinois requesting information from us to insure that we meet their criteria on how we are going to serve students and do our mission. We will need to provide information on our current cash situation. We have to provide staffing cut numbers, our latest thinking on where our fall enrollment will be. Essentially, they are trying to determine if the institutions are financially stable heading in to next year. All community colleges and universities in Illinois received this request.

Enrollment Update

- We are currently down 8.4% in credit hours for Spring 2016 and we are down approximately 5% after removing Adult Education Credits. We are currently down 8.8% overall for the year.

Legislative

- Met with Liz Brown at President's Council (January 29, 2016)
- Education Advisory Council (February 4, 2016)
- Meeting with Representative Pritchard (February 5, 2016)
- Kevin Fuss participates in weekly conference calls providing legislative updates.

Meetings

- Tom Crouch, KEC (January 14, 2016)
- Jamie Craven, RTHS (January 15, 2016)
- DeKalb Rotary Meeting with Kathy Watkins (January 19, 2016)
- KEC Governing Board Meeting (January 20, 2016)
- Welcomed the Rochelle Leadership Academy (January 21, 2016)
- DeKalb Chamber Annual Meeting (January 21, 2016)
- First Midwest Bank with Bob Johnson (January 21, 2016)
- NIU/Martin Luther King Breakfast with Bob Johnson (January 22, 2016)
- DeKalb High School Course Selection Night (January 25, 2016)
- President's Council (January 28-29, 2016)
- First National Challenge – NIU (January 29, 2016)
- Tim Michel (Kishwaukee College Foundation) (February 2, 2016)
- Sycamore Rotary Meeting with Bob Hammon (February 3, 2016)
- Dr. Baker – NIU (February 3, 2016)
- Kathy Countryman (February 4, 2016)

PRESIDENT'S REPORT
(cont'd)

Upcoming Meetings

- From the Heart – Gala of Giving (February 5, 2016) – Rochelle
- Laurie Pillen, RTHS, Academic Achievement Awards (February 9, 2016)
- Doug Moeller, 18-21 Transition Programs (February 11, 2016)
- Unity Rally at NIU (February 11, 2016)
- Northern Illinois P20 Executive Committee Meeting (February 16, 2016)
- BOT Executive Committee Meeting (February 23, 2016)
- Board Meeting (March 8, 2016)
- ICCTA/ICCCP Meetings, Lombard, IL (March 11-13, 2016)

Presidential Briefings

February (3 Sessions)

Wednesday, February 10, 2016: Session 1 – 9:00-9:45 am – *Theatre (B1205)*

Wednesday, February 10, 2016: Session 2 – 10:00-10:45 am – *Theatre (B1205)*

Thursday, February 11, 2016: Session 3 – 2:30-3:15 pm – *Jenkins Auditorium*

March (2 Sessions)

Wednesday, March 9, 2016: Session 1 – 1:30-2:15 pm – *Jenkins Auditorium*

Thursday, March 10, 2016: Session 2 – 2:30-3:15 pm – *Jenkins Auditorium*

April (2 Sessions)

Wednesday, April 13, 2016: Session 1 – 1:30-2:15 pm – *Jenkins Auditorium*

Thursday, April 14, 2016: Session 2 – 2:30-3:15 pm – *Jenkins Auditorium*

Presidential Student Briefing

- February 11, 2016, 1:15 – 2:00 pm – Student Center

BREAK

The Board took a break at 4:43 pm and returned at 5:08 pm.

ADJOURN TO CLOSED
SESSION

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board unanimously adjourned to closed session to discuss matters related to 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 Ben Shank.

Dr. Borowicz, Mark Lanting, Kevin Fuss, Sedgwick Harris, John Acardo, Kayte Hamel and Cindy McCluskey were invited to attend the closed session. The closed session began at 5:09 p.m. and ended at 6:30 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 6:30 p.m. On a motion by Mr. Doubler, seconded by Mr. Shank, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees