

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
June 14, 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, June 14, 2016, in the C-2175 Conference Room.

ROLL CALL

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

VISITOR(S) PRESENT:
Students Present

MEMBERS ABSENT:
Linda Mason

STAFF PRESENT:
Laurie Borowicz, President; ; Lindsay Barron, Web Developer; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director of Institutional Research; Matt Feuerborn, Dean CT; Kevin Fuss, Vice President Institutional Effectiveness; Anne-Marie Green, Director Library Services; Sedgwick Harris, Vice President of Student Services; Kayte Hamel, Director of MPR; Marshall Hayes, Director of Foundation Development; Eric Hermonson, Director Human Resources; Laurie Hoecherl, Faculty; Joanne Kantner, Dean AETP; Michael Kuropas, Director of Campus Operations; Mark Lanting, Vice President of Instruction; Jaime Long, Dean, ACSS; Cindy McCluskey, Executive Assistant to the President; Tania Nezrick, Faculty; Nancy Partch, Dean of Student Services; Bill Nicklas, Special Assistant to the President for Strategic Partnerships; Sara Pohl, Dean MSB; Michelle Rothmeyer, Director AR&R; Cyndi Stonesifer, Director Financial Aid; and Beth Young, CFO.

COMMUNICATIONS Thank You Notes from Phyllis Barshinger, Sara Pohl and Pat Zilm

PRESENTATIONS College Walking Path – Michael Kuropas
Interactive Campus Map – Kayte Hamel

COMMITTEE REPORTS Audit Committee
Executive Committee - Minutes of April 26, 2016
Finance Committee
Foundation Liaison Report – Mr. Hayes provided the liaison report.

INTRODUCTIONS Mr. Johnson asked those present to introduce themselves.

CAMPUS CRIME STATISTICS The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act) is a federal statute that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. This report was provided to the Board for information only.

FY16 FINANCIAL AID AWARDS SUMMARY Cynthia Stonesifer, Director of Financial Aid & Veterans Affairs, prepared a financial aid summary for FY16, which provided information regarding financial aid awards.

The Foundation report of annual foundation fundraising will be presented at the joint Board and Trustees and Foundation Board meeting.

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. In May, the College received its 1st quarter payments from the State of Illinois; however, the State continues to be 8 months behind based on our FY16 projected budget for state funding. This amounts to \$3,039,310.00

OLD BUSINESS – FY 17 Budget
Development Update

Ms. Young provided a FY17 Preliminary Budget Update as of June 14, 2016.

Revenue Assumptions:

- 59.2% reduction in state funding
- 3% increase in property taxes for Tax Year 2015
- 0% increase in property taxes for Tax Year 2016
- Flat Enrollment
- \$10 Tuition Increase
- Variable Tuition Radiologic Technology Programs

Expenditure Assumptions:

- Committed pay increases
- 8% increase in health insurance
- Capital limited to "critical" needs
- Travel reduction
- Student worker reduction
- Reduction in Force

NEW BUSINESS – Property,
Casualty, and Liability Insurance
Renewals

The College needs to renew its property, casualty, and liability insurance coverage for the upcoming budget year. Bushue evaluated the package proposal along with evaluating all individual proposal to see what option would be most advantageous for the Board to consider. In reviewing the coverage, the best option was to go with all three companies and split out the coverages. Ms. Young recommended that the Board approve the renewal rate of \$274,358.00, which is \$44,504 (13.96%) lower than Fiscal Year 2016, for the College's Property, Casualty, and Liability insurance policy. Ms. Young is recommending we go with the Alternate Proposal, which includes the following 3 insurance agents, R.J. Galla Company of Grayslake, Illinois, Ramza Insurance and Arthur J. Gallagher.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a roll call vote, the Board approved the renewal rate of \$274,358.00 for the College's Property, Casualty, and Liability insurance policy for FY'16 from the R. J. Galla Company, Ramza Insurance and Arthur J. Gallagher. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Authority to
Make Interfund Transfers

Dr. Borowicz stated the Illinois Community College Board Fiscal Management Manual requires the Board of Trustees to annually approve the practice of interfund transfers. Ms. Young is requesting authority to make interfund transfers for FY 2017. On a motion by Ms. Watkins, seconded by Dr. Burke, and unanimously carried on a roll call vote, the Board approved the practice of interfund transfers for FY 2017. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of
Bid Recommendation – HVAC
Upgrades and Roofing Replacement

The Board was asked to approve a bid recommendation for HVAC upgrades and roofing replacement. Mr. Fuss stated in October 2014, the Board approved a Protection, Health and Safety (PHS) project to replace the two chillers serving the west portion of the College's main building as well as replace the gym roof and provide air conditioning to the gym. Shortly thereafter, the project was approved by the ICCB, which granted us the authority to issue a property tax levy to fund this project.

The College recently held a public bid for completion of this project and the low bidder was Voris Mechanical of Glendale heights, IL. Their bid of \$1,173,967 met all of the College's specification and was \$102,718 below budget. Mr. Fuss is recommending the Board

NEW BUSINESS – Approval of Bid Recommendation – HVAC Upgrades and Roofing Replacement (cont'd)

approval to issue this contract to Voris Mechanical for the Base Bid, Alternate Bid #1, Alternate Bid #2, and Alternate Bid #4.

On a motion by Dr. Hammon, seconded by Dr. Burke, and unanimously approved the bid recommendation for HVAC upgrades and roofing replacement to Voris Mechanical for their bid of \$1,173,967. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of Bid Recommendation – Wheel Alignment System

The Board was asked to approve a bid recommendation for Wheel Alignment System. Ms. Young is recommending the purchase of the system from Automotive Lift Service & Equipment company located in Hebron, IL, based on their low bid price of \$27,731.84. This was the only bid received and it was considered to be a valid bid. Though Automotive Lift Service & Equipment company was the only bidder, their pricing was consistent with quotes that were solicited in August and September 2015 from Hunter Equipment distributors/resellers. Funding for this purchase will come from the Perkins Instructional Supplies Account.

On a motion by Ms. Watkins, seconded by Dr. Hammon, and unanimously approved the bid recommendation for the Wheel Alignment System from Automotive Lift Services & Equipment Company located in Hebron, IL at a price of \$27,731.84. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of KCAEA Agreement

The Board was asked to approve the tentatively agreed upon contract between the Kishwaukee College Adjunct Education Association and the Board of Trustees for 2015-2018. The KCAEA has voted to approve the contract that has been provided to the Board. Burcu Carlon, Interim President of the KCAEA was present at the meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and unanimously approved the agreement between the Board of Trustees of Kishwaukee College and the Kishwaukee College Adjunct Education Association (KCAEA) for 2015-2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Board Member Discussion

Ms. Spears, Ms. Burke, Mr. Johnson and Dr. Borowicz attended the ICCTA annual meeting in Springfield. The Board was recognized by ICCTA for their recent support of the conference. Conference attendance was down this year.

The nominating committee selected Ms. Spears to serve a second term as secretary to the ICCTA. Mr. Johnson was recognized by ICCTA for attending 45 ICCTA Educational Seminars.

Dr. Borowicz would like to schedule the Board of Trustees Finance committee together directly following the next Executive Committee meeting to discuss PHS projects.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of May 10, 2016*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Appointments for Full-Time Non-Bargaining Unit Staff
- F. Staff Resignations/Appointments
 - Resignations
 - Michelle Allen, Career Center Coordinator
 - Ja'lessa Hardwick, Employment Specialist
 - Robert Lawrence, Faculty Automated Engineering Department

CONSENT AGENDA (cont'd)

- Mark Schwendau, Faculty, CAD Technology
- Diane Johnson, Associate Director of Foundation Development
- Appointments
 - Full-Time Professional Staff
 - Joseph Dahm, Director of Transportation Programs & Training, \$50,000 annually
 - Cynthia McCluskey, Executive Assistant to the President, \$65,980.85, annually
 - Full-Time Administrator
 - Eric Hermonson, Director of Human Resources, \$88,000 annually
 - Keith Lamb, Director of Facilities, \$90,000 annually

On a motion by Dr. Hammon, seconded by Mr. Doubler, 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 REPRESENTATIVE'S REPORT

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

PRESIDENT'S REPORT

Dr. Borowicz presented the President's Report.

Highlights

- Welding instructor, Zachery Caccia, recently achieved the American Society of Nondestructive Testing (ASNT) Level II ACCP general equipment and the pressure equipment inspector certification. The American Welding Society (AWS) and American Society of Mechanical Engineers require inspectors in certain circumstances to be both an AWS-Certified Welding Inspector as well as ASNT certified
- The bicycle shaped bike racks that were fabricated by the welding department fabrication class and painted by the Collision Repair Technology program last year have been installed in multiple locations across campus. One has been sold to the City of DeKalb for placement downtown. The students and faculty will present the bike rack to the City as part of their #ProudlyDeKalb campaign. This was a great effort by Zachery Caccia, Bernie Pupino, Greg Brink, and the College Maintenance staff who presented the original idea to the Welding department. They are a beautiful addition to our campus.
- The Kishwaukee College chapter of The National Society of Leadership and Success (NSLS) selected several faculty members to be recognized for their outstanding service to students in the areas of teaching and service. Honorees were awarded with a certificate and kind words detailing their impact on students. Recipients were Pernevlon Ellis (Sociology), Jennifer Josendal, (History), Carla Johnson (Counseling), Nadine Franklin (Theatre).
- Dariana Mahaffey, Coordinator of the WIOA Youth Program at Kishwaukee College, and a Permanency Action Team member, coordinated with several community organizations to deliver a food distribution event. Dariana joined Mayor Rey, Superintendent Doug Moeller, NIU Police, and DeKalb Police and Fire Department employees distribute food to attendees.
- Director of the Kishwaukee College Library, Anne-Marie Green, was appointed to a three year term on the Rochelle Chamber of Commerce Board.

PRESIDENT'S REPORT
(cont'd)

- Janet Gallagher, our Floral Design instructor, will have work featured at the Art in Bloom exhibit at the Rockford Art Museum. Art in Bloom is a three-day event, (June 28-30), in which art from the RAM Collection will be creatively interpreted through floral design.
- Chris Makosh from Nursing traveled to Finland as part of the international education and exchange program at Kishwaukee College. She spent time visiting the Community College system in Norway.
- The Nursing Program received notice of achieving Candidacy Status from the Accreditation Commission for Education in Nursing.
- Marketing & Public Relations received three AMERICAN INHOUSE DESIGN AWARDS from Graphic Design USA. Awards were received for: Kishwaukee College 2016/17 Catalog; Get Ready. Get Kish. Advertisement; and CRT Large Window Decal. Over 6,000 entries were submitted; a highly selective 15% were recognized, and in rare cases, multiple awards received. Multimedia Designer, Ronda Ramsdell, provided the creative lead.

News Releases

- Date Sent & Title
- May 2 - Kish College's Abeln: Speaking of Success (Forensics)
 - May 2 - Dr. Borowicz' Letter to Editor
 - May 6 - KC Fall 2016 Achievement Award recipients announced
 - May 6 - NSLS chapter induction ceremony at KC (NSLS = National Society for Leadership and Success)
 - May 6 - Taking in the Art Sites (art students field trip to Chicago Museum of Contemporary Art)
 - May 10 - KC Phi Theta Kappa installs new officers for 2016-2017
 - May 11 - KC Board approves Nicklas as Special Assistant to the President
 - May 12 - KC Trustees attend Springfield Lobby Day
 - May 13 - KC allots funds for Adult Ed services for 2016- 2017
 - May 16 - Kishwaukee College to hold Community Listening Sessions
 - May 17 - KC recognizes Art Students (award recipients from juried student art show)
 - May 18 - Kishwaukee College announces BOT Award of Excellence recipients
 - May 19 - KC Nursing holds Honor Society induction
 - May 20 - KC Speech alum named Michigan state champ (student is JD Deutsch)
 - May 21 - Richard Ohlinger receives 2016 KC Roberts Award

College Updates

- Enrollment: For the 2015-16 school year, the college FTE's are down 10.2%. The reduction in ABE services accounts for 1.3% of the decrease.
- For the 2016-17 school year, the college is currently up 6.3% for summer, but down 1.2% for the year. We anticipate being flat with increasing ABE services starting this fall.
- Many activities are underway to push fall enrollments. A new info graphic is enclosed that highlights our tuition costs and provides comparisons.
- 2016-17 Goal Setting: Senior Leadership Team is preparing a draft document that we will present to the Board in July, which looks at one overall 4-year college goal, four strategies, and yearly measurable tactics for us to achieve the goal. Goal setting will be a college-wide initiative early this fall.

Legislative

- Dr. Borowicz continues to receive emails from Liz Brown tracking legislative issues.
- Kevin Fuss participates in weekly conference calls providing legislative updates
- Senator Dave Syverson (June 2)

PRESIDENT'S REPORT

(cont'd)

Meetings with External Partners

- KEC General Partnership Lunch (May 6)
- Jamie Craven & Joe Burgess (May 9)
- John Boies (May 10)
- Tom Matya & Doug Roberts (May 10)
- Dr. Baker – NIU (May 11)
- Mike Nicklas & Jimsi Kuborn (May 17)
- KEC Governing Board Meeting (May 18)
- Nurse Pinning (May 18)
- DCEDC Quarterly Board Meeting (May 19)
- Community Listening Session – Sycamore High School (May 23)
- Community Listening Session – Rochelle Township High School (May 24)
- Community Listening Session – Genoa Kingston High School (May 25)
- Community Listening Session – DeKalb High School (May 31)
- Community Listening Session – Shabonna Resource Bank (June 1)
- Ging & Jerry Smith (June 2)
- DCEDC Large Contributors Reception (June 2)
- ICCTA President's Council (June 3)
- ICCTA Annual Convention (June 3 & 4)
- Welcome to the Community Social – Gary Evans (June 4)
- Community Leaders Reception (June 8)
- Genoa Parade (June 11)

Our Nursing Program recently received notice of achieving full accreditation.

Enrollment is currently down for fall. We have budgeted for flat enrollment for fall. Dr. Borowicz reviewed the enrollment retreat strategies and goals for the College that the Senior Leadership Team has been working on finalizing. Mr. Johnson asked if we were doing a separate strategic plan. Dr. Borowicz felt this could be rolled into one strategy. Mr. Johnson stated the 2012 Strategic Plan was concise and easy to carry with them when they were out and about in the community. The Board would like something similar to that created for them.

Dr. Borowicz and Mr. Harris will work on a plan for athletics going forward. The Board has indicated they would like to recruit local athletes. Dr. Borowicz stated that eventually they hope to recruit about 70% local athletes and use that as a recruitment tool.

The Board took a brief break at 7:08 pm.

ADJOURN TO CLOSED
SESSION

On a motion by Dr. Burke, seconded by Ms. Watkins, 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 7:15 pm. and ended at 8:35 pm.

RESUME OPEN SESSION

The open session resumed at 8:35 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:36p.m. On a motion by Ms. Spears, seconded by Ms. Cultra, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees