

Board of Trustees
September 13, 2016

COMMUNICATIONS	None
PRESENTATIONS	TRiO Presentation (Savannah Mussington) Alumni & Student Feedback Analysis (Matt Crull)
COMMITTEE REPORTS	<p>Audit Committee Executive Committee - Minutes of July 26, 2016 Finance Committee Kishwaukee College Foundation Report</p> <ul style="list-style-type: none"> • The Board suggested having a press release once the new Foundation Board is in place. <p>Savannah Mussington left the meeting at 6:31 pm.</p>
INFORMATION & REPORTS – Comparison of Revenue & Expenditures FY’16 and FY’17	Ms. Young reviewed the comparison of revenue and expenditures for FY’16 and FY’17. In July, the State appropriated funds for Community Colleges for FY’17 and Kishwaukee College’s allocation was \$2,870,066. This was to be paid monthly over the first six months of FY’17. However, as of today, the College has not received its first two months of payment totaling \$956,688.
INFORMATION & REPORTS – FY17 Budget Reports	Ms. Young provided a number of budget reports designed to provide an overall view of the College’s total FY ’17 budget. These reports will provide a simple, yet comprehensive, look at the overall total revenue received by the College and a report that captures the overall total budgeted expenditures for the College in FY ’17. While we spend much of our time discussing the operating funds (Education and Operations & Maintenance funds), this group of reports will provide you with the total picture of the \$31.3 million overall budget for the College in FY ’17.
INFORMATION & REPORTS – Historical Analysis of End-of-the- Year Fund Balances	<p>This report is one we update each year to provide the Board with an overall picture of the end-of-the-year available fund balances in the Education, Operations & Maintenance, and Auxiliary Enterprise funds. The Auxiliary Enterprise fund balance does not include the Bookstore inventory. The fund balances associated with the O&M Restricted and the Health Insurance funds were also included for information purposes.</p> <p>Ms. Young provided an overview of these fund balances and answered questions. Dr. Borowicz thanked those responsible for providing the College with a positive fund balance with our current state budget issues and all the reductions we have encountered during this past year.</p>
INFORMATION & REPORTS – Insurance Benefit Coverage Report	<p>Annually in September, Human Resources provides the Board with a quick snapshot of the Health Insurance Fund and projections on the anticipated renewal of major medical, dental and vision insurance for College Employees as well as highlighting some items as the Affordable Care Act (ACA) continues final implementation.</p> <p>A comprehensive analysis of the Health Fund, Affordable Care Act implications and recommendations for Board Approval of Health Fund 2017 plan options will be forthcoming in October.</p>
NEW BUSINESS – Approval of FY’17 Budget	<p>The administration’s recommendation is for Board approval of the FY’17 budget as presented and discussed previously with the Board over the last several months.</p> <p>On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the FY’17 budget. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.</p>

NEW BUSINESS – Notice of Public Hearing for 2016 Tax Levy

The Board was advised that a public hearing on the 2016 Tax Levy supporting the FY'17 budget is required and could not occur at the same meeting that the budget is approved. The Board needed to establish a Notice of the Date for the Public Hearing on the 2016 tax levy to occur at the October 11, 2016, Regular Board meeting.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the Notice of the Public Hearing for the 2016 Tax Levy to be held at 5:30 p.m. on Thursday, October 11, 2016, in the C-2175 Conference Room. 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 – Policy Manual Revision – 1.04.02

This policy revision addresses the need to remove and update titles. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting. On a motion by Ms. Cultra, seconded by Mr. Doubler, and on a roll call vote, the Board approved the above revisions to Board Policy 1.04.02 Executive Committee. 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 – Policy Manual Revision – 1.04.03 Finance Committee

This policy revision addresses the need to update titles and update the finance committee members. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 1.04.03 Finance Committee. 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 – Policy Manual Revision – 2.01.05 Administrators Educational Attainment

This policy revision addresses the need to update the Administrators Educational Attainment policy to be consistent with the KCEA bargaining agreement. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 2.01.05 Administrators Educational Attainment. 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 – Policy Manual Revision – 2.05 Temporary Full-Time Faculty

This policy revision addresses the need to update the Temporary Full-Time Faculty to be excluded from any collective bargaining agreements. This is consistent with our current bargaining unit agreements. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 2.05 Temporary Full-Time Faculty. 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 – Policy Manual Revision – 2.12 Temporary Staff

This policy revision addresses the need to update our policy to be consistent with the Affordable Care Act. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 2.12 Temporary Staff. 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 – Policy
Manual Revision – 2.13.19.01
Bereavement Leave

This policy revision addresses the need to update our policy to be consistent with the Bereavement Leave Act. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 2.13.19.01 Bereavement Leave. 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 – Policy
Manual Revision – 3.20 Student
Loan Procedures

This policy revision addresses the need to update our policy on Student Loan Procedures. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 3.20 Student Loan Procedures. 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 – Policy
Manual Revision – 4.16 Use of
Kishwaukee College Facilities

This policy revision addresses the need to update our policy on Use of Kishwaukee College Facilities. Dr. Hammon recommended waiving the second reading and proceeding with voting on the policy at tonight’s meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the above revisions to Board Policy 4.16 Use of Kishwaukee College Facilities. 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 –
Board Member Discussion

Mr. Johnson, Ms. Spears, Ms. Cultra, and Dr. Borowicz attended the ICCTA meeting in Springfield last weekend. Ms. Spears provided an overview of the Robbin Schwartz presentation; trustee training that was endorsed by the Trustee Association; roundtable discussion; and the College to College Foundation relationship; along with legislative updates. Discussion on the ITT situation for students who are without a college and financial aid for-profit colleges also occurred at the meeting.

Ms. Cultra attended the student advisory committee. This involved student trustees and student government association members. They elected a chair, vice-chair and committee representatives. They discussed fees for international students. Ms. Cultra noted it was a very interesting experience. Ms. Cultra is serving on the banquet committee and award recipients committee.

Mr. Johnson provided an overview of several new laws affecting community colleges. Elected or appointed trustees in their 1st, 3rd or 5th years will need to take training. The general framework is that each June following elections ICCTA will offer as part of the four-hour new trustee program the required training. These would be video recorded for those unable to attend. The schools that do not pay a fee to attend the session would be able to view the training online and receive a certificate upon completion. There would be a fee for the training, for taking the sessions online. These fees have not been set.

Ms. Spears stated the next ICCTA meeting is in Naperville on November 11, 2016. There will be legal and legislative updates.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of August 9, 2016*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments

- Resignations
 - Craig Jackson, Director of Athletics
 - Maureen Kelley, Library Assistant
 - Christine Makosh, Nursing Instructor
 - Joy Mitchell, Academic Counselor
- Appointments
 - Full-Time Grant-Funded Professional Staff
 - Kimberly Green, SSS TRiO Academic Coordinator, \$39,000 annually
 - Savannah Mussington, SSS TRiO Project Director, \$55,000 annually
 - Amanda O'Hare, Employment Specialist, \$34,000 annually
 - Full-Time Professional Staff
 - Dennis Herrmann, CDL Training Specialist, \$40,000 annually
 - Jennifer Morgan, Director Testing Services & Learning Assistance, \$48,000 annually
 - Revised Temporary Full-Time Faculty
 - Debra Baert, EMS Instructor, \$43,232 annually, \$7,000 summer load per KCEA contract
 - Steven Earnest, EMS Instructor, \$55,377 annually, \$10,000 summer load per KCEA contract
 - Temporary Full-Time Faculty
 - Richard Bunton, CAD Instructor, \$25,000 (fall semester only)
 - Pete Campbell, AET/MT Instructor, \$45,000 annually
 - Matthew Weibel, Communications Instructor, \$44,000 annually
 - Full-Time Administrator
 - Bill Nicklas, Executive Director Development, \$100,000 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, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Gabrielle Cultra.

STUDENT
REPRESENTATIVE'S
REPORT
PRESIDENT'S REPORT

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

Dr. Borowicz presented the President's Report.

Highlights

- Beth Young has been nominated and accepted the nomination to be on the Community College Business Officer (CCBO) Board of Directors.
- Jenny Morgan, Coordinator of Testing Services, and her staff have been informed that Kishwaukee College Testing Services has been awarded the Test Certification by the National College Testing Association (NCTA). The recognition process is intense with rigorous criteria for certification based on the NCTA Professional Standards and Guides.
- Kishwaukee College received several highlights for exemplary services in the Local Workforce Development Area #4 end-of-year report presented to the Board members during the August meeting. Noted was the work of Dariana Mahaffey, Jaime Schrader and Toscha Bradford, for serving 55 youth with barriers with training funds and employment services. The partnership between the IwNC-DeKalb and Kishwaukee

College CDL Truck Driving received recognition for being the number one choice for new training vouchers in the Kane-Kendall-DeKalb area.

- While in Boston, Terry Lyn Funston created a Teacher Resource & Learning Online Center for her Entrepreneurship course at Northeastern University, which is now being used at various universities and colleges across the United States. The website acts as a warehouse of information for professors on how to teach college students.
<http://mockteacherandlearningonlinecenter.weebly.com>
- Ami Irmén (English Instructor) spent the last two weeks of May 2016 in Xi'an, China, as part of the ICISP Professional Exchange (as a guest of her exchange partner Wang Jinghan) learning about their education system, spending time observing courses at Xi'an International University.

News Releases

Date Sent & Title

- August 1 - KC Floral Design student takes 1st Place at AIFD Symposium
- August 2 - KC offering Veterinarian Assistant program
- August 4 - KC Radiologic class posts 100% Board pass rate
- August 9 - KC Paramedic Graduation Ceremony held August 4
- August 11 - Phlebotomy Technician Program begins Sept 12
- August 15 - KC Personal Trainer Program info session
- August 19 - KC announces auditions for fall play
- August 23 - KC Electronics Program: Charles in Charge (profile of ELE instructor Charles Raimondi)
- August 29 - KC Complementary Health Programs holds pinning ceremony
- August 30 - KC on FAFSA change information
- August 31 - KC Esthetics offers Custom Facials on Saturdays

College Updates

- Enrollment: For the 2016-17 school year, the college will finish down after including Adult Education. We are anticipating being close to flat after included ABE services starting this fall.
- Mr. Fuss provided an update on approval of PHS projects. We no longer have to seek ICCB approval for these projects.
- Mr. Fuss provided information on some recent flooding we have had occur on campus.
- Based on enrollment and customized training demands we are looking at utilizing on-campus resources instead of renting space off-site.
- Estimate for the cost of fixing these issues is anticipated to be somewhere around \$237,000.
- The Board asked if we had checked into offering drivers education training.
- Mr. Fuss will have our architect prepare documents that we will bring to the October Board meeting after bidding out this project.
- Ms. Young provided an overview of our S&P bond rating being downgraded from a AA to an A-
- Mr. Harris provided information on our athletic program. We are searching for coaches to begin recruiting student athletes for next year. We have reached out to athletic directions within our district to engage them in getting their help in recruiting local athletes.
- Ms. Chilton provided information on the Nursing BSN program demand. How do we make BSN education affordable to all populations? At some point, we do need to decide if the College supports looking into offering a BSN program.
- Dr. Borowicz stated that we had very positive review from this year's in-service.

Legislative

- Meeting with Congressman Randy Hultgren on September 19
- Working to schedule a meeting with Representative Tom Demmer

Meetings with External Partners

- Kish Health System (Aug 9)
- First Midwest Bank (Aug 10)
- Bob Adamus (Aug 11)
- Cohen Barnes (Aug 12)
- Rochelle Rotary (Aug 16)
- DeKalb County Business Incubator Ribbon Cutting Ceremony (Aug 17)
- DCEDC Quarterly Board Meeting (Aug 18)
- Oregon Chamber of Commerce Annual Dinner (Aug 18)
- Dave & Suzanne Juday (Aug 23)
- Women Leaders Gathering (Aug 24)
- First National Bank Check Presentation, DeKalb (Aug 26)
- Jim Doherty (Aug 31)
- Suzanne Juday (Sept 2)
- Maplehurst Farms Steak Fry (Sept 6)
- DeKalb County Thriving Project (Sept 7)
- Regional P20 Networking Meeting (Sept 8)
- ICCTA/ICCCP Meeting, Springfield (Sept 8-9)
- Kish Health System (Sept 12)

The Board took a brief break at 8:15 pm.

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, security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safe of employees, students, staff, the public, or public property, 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.

The closed session began at 8:20 pm. and ended at 8:55 pm.

RESUME OPEN SESSION

The open session resumed at 8:55 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:55 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