

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Executive Committee Meeting

March 22, 2016

CALL TO ORDER

The executive committee meeting of the Board of Illinois Community College District #523, held at Kishwaukee College, Malta, Illinois, was called to order at 8:01 am by Chair, Robert Johnson, on Tuesday, March 22 2016, in room C-2175.

ROLL CALL

Members Present:

Robert Johnson
Linda Mason
Kathy Spears
Dr. Laurie Borowicz

Members Absent:

None

Others present were:

Bob Hammon, Trustee
Sedgwick Harris, Vice President Student Services – left at 8:53 am
Mark Lanting, Vice President of Instruction – left at 8:53 am
John Acardo, Director of Human Resources – left at 9:08 am
Kayte Hamel, Director of Marketing & Public Relations – left at 8:53 am
Beth Young, Interim CFO/Dean of Business Affairs – left at 8:53 am
Cindy McCluskey, Executive Assistant to the President

APPROVAL OF MINUTES

The minutes of the regular Board of Trustees Executive Committee meeting of February 23, 2016, were presented for approval. On a motion by Ms. Spears, seconded by Ms. Mason and unanimously carried, the Executive Committee approved the minutes of the Board of Trustees Executive Committee regular meeting on February 23, 2016.

OLD BUSINESS –
Legislative Update

Dr. Borowicz met with a few legislators at the ICCTA meeting. A bill was introduced to offer baccalaureate degrees and the Presidents Council has decided to support it. The thought is that is if the President's Council does not support it the opportunity may go away. In Nursing the 1st and 2nd year are the most expensive years with the clinical work and the last two years are more theory oriented.

OLD BUSINESS –
Legislative Marketing Piece
for May 3, 2016

Ms. Hamel is working on providing a legislative marketing piece that can be provided to legislators on Lobby Day. Kayte will have a draft copy ready for the Executive Committee to review in April. We will print it in house; make it as student and business focused as possible, and will share the document within the community as well.

NEW BUSINESS – April 12
- Board Meeting Draft
Agenda

The Executive Committee reviewed the April 12, 2016, Board Meeting Draft Agenda.

NEW BUSINESS – College
Hours of Operation -
Summer

Dr. Borowicz presented information on summer hours of operation at the College. We are proposing that the College have 4 nine-hour workdays with a 4-hour day on Friday. With the staff reductions that have taken place it isn't feasible to offer flexible scheduling to the support staff as we have in the past. Dr. Borowicz will discuss the plan with the unions and try to finalize a plan. Mr. Johnson indicated that she should proceed with doing what works best for the College.

NEW BUSINESS – Out-of-
District Tuition and Out-Of
State Tuition

Dr. Borowicz stated most Colleges are doubling their tuition for out-of-district and tripling tuition for out-of-state. If the College were to go with these numbers our tuition rates would be \$129 in-district tuition, \$258 for out-of-district and \$387 for out-of-state. That would bring our out-of-district from \$311 to \$258 per credit hour and our out-of-state from \$501 to \$387.

We have 1,000 credit hours and about 250 out-of-district students. The thought with reducing out-of-district tuition is we are hearing in our career areas that if we had lower out of district enrollment we could increase enrollment. We do not think this will be a financial loss for the College.

NEW BUSINESS – Senior
Leadership Team Enrollment
Management Retreat

Dr. Borowicz stated that the Senior Leadership Team spent a lot of time on the financial end of things and discussing best practices at their recent enrollment retreat. She is planning to have another retreat sometime this summer to continue the work that has been started. The team has embraced the idea of moving forward with ideas and she believes the College will be pleased to see that we have used their feedback.

NEW BUSINESS –
Administrators Breakfast –
April 5, 2016

Dr. Borowicz reviewed the agenda for the K-12 Administrators Breakfast. She noted we are hoping to strengthen are partnerships with area K-12 and boost enrollment out of our area high schools.

Mr. Johnson stated the College hosted an Education Summit on campus with counselors, school board members, and administrators that included a guest speaker on common core. The event was well received.

NEW BUSINESS – Direct
Dialed Numbers

Mr. Fuss provided information on direct dialed numbers. Staff will be assigned a direct dialed number that can be used both on and off campus. They will also continue to have their extensions available as well and will not need to reprint business cards or letterhead until they are replacing what they have on hand. With hands-free technology, this change will make it much easier for individuals to call the College.

NEW BUSINESS –
Foundation Departmental
Grants

We are currently soliciting foundation departmental grants. They are due the first week of April.

NEW BUSINESS – FOIA

Dr. Borowicz spoke with Representative Pritchard about FOIA. He suggested the College put the information on their website listing who is making the request, the nature of request, and the approximate hours it is taking to respond to the FOIA. Other colleges are listing similar information on their website.

The Executive Committee is in favor of listing the requests. They noted that it has become a real issue with the amount of time necessary to respond. The Board believes transparency is important and with the limited amount of staff we have to complete the work, it becomes even more important to have people evaluate this.

NEW BUSINESS –
Inventory Reduction Auction

Mr. Fuss stated the College is having an inventory reduction auction on April 6, 2016. The auction will help to clean out the Astro building. Dr. Borowicz noted that Mr. Fuss is doing a good job handling his new duties with the facilities area. Items that do not sell at the auction we will be hauled to the dump but hopefully we can sell everything and not have to incur the expense of hauling it away.

NEW BUSINESS – Board
Member Discussion

Ms. Spears, Mr. Johnson and Dr. Borowicz attended the ICCTA meeting. Mr. Johnson and Dr. Borowicz did a presentation on the Presidential Search. They talked about the search process from the Board and candidates perspective. Ms. Hamel provided a PowerPoint that was used followed by an opportunity to ask questions. Ms. Spears stated the session was well done and very well received.

Ms. Spears is currently serving as ICCTA secretary and would like to apply for that position again next year. She would like Board approval in April to have their support in seeking the position. Ms. Spears stated she is not seeking reimbursement for expenses from the College. Mr. Johnson is hoping she would consider other positions as well.

PRESIDENTS REPORT

Dr. Borowicz's Recent Events:

- *Kish Health System Formal Affair (Mar 5)*
- *Proudly DeKalb (Mar 7)*
- *Political & Community Leaders Meeting – Tim Struthers (Mar 8)*
- *Dave & Suzanne Juday (Mar 9)*

PRESIDENTS REPORT
(cont'd)

- *ICCTA/ICCCP Meetings, Lombard, IL (March 10-13, 2016)*
- *Presentation with Bob Johnson at ICCTA Meeting (Mar 11)*
- *Dr. Sam, Elgin Community College (Mar 15)*
- *Tom Crouch & Dr. Horn (Mar 15)*
- *Enrollment Retreat – Senior Leadership Team (Mar 21)*
- *BOT Executive Committee Meeting (Mar 22)*
- *Career Etiquette Day Luncheon (Mar 22)*
- *Opportunity House (Mar 23)*
- *NIU Transfer Agreement Signing (Mar 24)*
- *Terry & Sherrie Martin (Mar 31)*
- *Phil Gerner (Apr 4)*
- *Administrators Breakfast (Apr 5)*
- *Sam Cavnar (Apr 5)*
- *Student Recognition Banquet (Apr 5)*
- *Sycamore Rotary with Bob Hammon (Apr 6)*
- *Paul Borek (Apr 6)*
- *Alumni Reception (Apr 7)*
- *Bill Nicklas & Bruce Griffith (Apr 8)*

Upcoming Board Events:

Board Meeting (April 12, 2016) 5:30 pm

BOT Executive Committee Meeting (April 26, 2016)

ADJOURN TO CLOSED
SESSION

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 and collective bargaining negotiations.

Cindy McCluskey and John Acardo were invited to stay for closed session.
John Acardo left the closed session at 9:08 am.

RESUME OPEN SESSION

The meeting resumed open session at 9:58 am.

ADJOURNMENT

With no further business coming before the Executive Committee, Mr. Johnson asked to adjourn the meeting at 9:58 am. On a motion by Ms. Spears, seconded by Ms. Mason, the meeting was adjourned.

The next meeting of the Executive Committee is scheduled for Tuesday, April 26, 2016 at 8:00 am.

Chair, Board of Trustees

Secretary, Board of Trustees