

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Executive Committee Meeting

April 26, 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 8:00 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 8:47 am  
Kevin Fuss, Vice President Institutional Effectiveness – left at 8:47 am  
Mark Lanting, Vice President of Instruction – left at 8:47 am  
Kayte Hamel, Director of Marketing & Public Relations – left at 8:47 am  
Beth Young, Interim CFO/Dean of Business Affairs – left at 8:47 am  
Cindy McCluskey, Executive Assistant to the President

APPROVAL OF MINUTES

The minutes of the regular Board of Trustees Executive Committee meeting of March 22, 2016, were presented for approval. On a motion by Ms. Spears, seconded by Ms. Mason seconded by Ms. Spears and unanimously carried, the Executive Committee approved the minutes of the Board of Trustees Executive Committee regular and closed session meetings on March 22, 2016 and Regular and Closed Session Special Executive Committee Meetings of April 12, 2016.

OLD BUSINESS –  
Legislative Update

Dr. Borowicz has been keeping up to date with legislative information. Kevin Fuss is continuing to monitor legislative issues. Dr. Borowicz, Mr. Johnson and Ms. Spears will be attending Lobby Day in Springfield. We are in the process of setting up meetings with our legislators during Lobby Day.

The College has learned it will be receiving approximately 27% of the funds that we are owed by the state. Dr. Borowicz noted that an area we really need to look at is the number of people on waitlists in our adult education area. She would like to bring a proposal to the May Board meeting on funding our adult education area with some of the money we will be receiving. The proposal would include how many sites we might be able to open and services we may be able to provide.

The College will provide communication both internally and externally on how we will be using some of the funding for Adult Education and the remainder will be put towards replenishing the funds we borrowed from our fund balance.

OLD BUSINESS –  
Legislative Marketing Piece  
for May 3, 2016

Ms. Hamel presented copies of the finalized version of the Lobby Day brochure. The brochure is very condensed and easy to read. It will be provided to legislators at Lobby Day and used as an information piece for the College at various events. The Executive Committee thanked Ms. Hamel for her work on putting this information.

NEW BUSINESS – May 10  
- Board Meeting Draft  
Agenda

The Executive Committee reviewed the May 10, 2016, Board Meeting Draft Agenda. We will add Adult Education Funding and the Memorandum of Understanding with KCEA – Supplemental Retirement Plan to the agenda.

NEW BUSINESS –  
Memorandum of  
Understanding with KCEA –  
Supplemental Retirement  
Plan

Dr. Borowicz presented information on the Memorandum of Understanding with KCEA to extend the date for KCEA faculty to notify us of their intent to retire. We will add this to the May Board meeting agenda.

NEW BUSINESS – Founders  
Boardroom Dedication

Dr. Borowicz stated signage has been completed for the Founders Boardroom. We would like to schedule the Founders Boardroom dedication at 4:30 pm prior to the start of the June Board meeting. The Foundation will send out invitations to the Board of Trustees and the Foundation Board along with previous members of the Board of Trustees. We will serve light refreshments at the event.

We could include a reminder of the Board of Trustees scholarship and send out a monetary reminder of the various Board scholarships or foundation opportunities. This would be a great opportunity to let families know we have these funding opportunities.

NEW BUSINESS – ICCTA  
Request for Conference  
Sponsorship

Dr. Borowicz reviewed the ICCTA Request for Sponsorship sent to the College. ICCTA is seeking sponsorships for the June Convention.

Mr. Johnson indicated he would be willing to donate for the June conference if it could somehow be funneled through our Foundation. The Board Executive Committee was in agreement that at this time the College itself would be unable to sponsor the event.

Mr. Johnson would like to ask Trustees if they would be willing to sponsor the event as trustees and not use College funds. Checks could be made payable to the Kishwaukee College Foundation. Laurie will make Marshall aware of the request and find out how we need to process with processing the funds.

It was decided to ask for an at-will contribution at the May 10<sup>th</sup> Board meeting. Mr. Johnson will send information to the trustees prior to the meeting letting them know of this sponsorship opportunity.

NEW BUSINESS – Board  
Member Discussion

Mr. Johnson inquired about the status of the interim audit. Ms. Young stated it was finished on Thursday of last week and as far as she knows at this time everything appears to be clean and they have not found any areas of concern.

The Executive Committee mentioned that they would be more than happy to join Dr. Borowicz at future community events. Ms. McCluskey will look at the spreadsheet that we had used in the past and provide updated events that the Board may want to attend.

## PRESIDENTS REPORT

**Dr. Borowicz's Upcoming Calendar Events:**

- *ICCCP Meetings, Springfield, IL – May 3, 2016*
- *KEC Awards Night, May 4, 2016*
- *Lobby Day – May 4, 2016*
- *KEC General Partnership Lunch – May 6, 2016*
- *Kishwaukee College Plant Sale – May 6, 2016*
- *Presidential Briefing - May 12, 2016 – 2:30-3:15 pm – Jenkins Auditorium*
- *INAM Closing Dinner Meeting, Harper College, May 12, 2016, 5:00 pm*
- *ICCTA Annual Convention, Springfield IL, June 2-4, 2016*

**Upcoming Board Events:**

- *Board Meeting (May 10, 2016) 5:30 pm*
- *Graduation (May 21, 2016)*

ADJOURN TO CLOSED  
SESSION

On a motion by Ms. Spears, seconded by Ms. Mason 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 and collective bargaining negotiations.

Dr. Borowicz and Cindy McCluskey were invited to stay for closed session. The closed session began at 8:48 am.

## RESUME OPEN SESSION

The meeting resumed open session at 9:56 am.

ADJOURNMENT

With no further business coming before the Executive Committee, Mr. Johnson asked to adjourn the meeting at 9:56 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, May 24, 2016 at 8:00 am.

---

Chair, Board of Trustees

---

Secretary, Board of Trustees