BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
March 14, 2017

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 5:33 p.m. by Board Chair, Robert Johnson, on Tuesday, March 14, 2017, in the C-2175 Founders Boardroom.

ROLL CALL

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

MEMBERS ABSENT:
Kathy Watkins

OTHERS PRESENT
Courtney Huhta - Student
Sue Huhta – Sycamore Resident
Harry Huhta – Sycamore Resident
Donald Young Jr. – DeKalb Resident

STAFF PRESENT:
Tim Anderson, Instructor; Lindsay Barron, Web Developer; Dominica Blalock, Instructor; Laurie Borowicz, President; Chase Budziak, Interim Dean, MSB; Zachary Caccia, Instructor; Bette Chilton, Dean of Health & Education; Matt Crull, Director of Research; Samantha Dailey, Executive Director of Human Resources; Matt Feuerborn, Dean Career Technologies; Kevin Fuss, Vice President Institutional Effectiveness; Anne-Marie Green, Interim Dean Academic Support; Kayte Hamel, Executive Director of MPR; Jill Hansen, Director of Fiscal Services; Adam Hughes, Instructor; Kathy Jones, Purchasing Coordinator; Joanne Kantner, Interim Executive Dean of Learning Services; Mary Ann Kolls, Interim Dean WCE; LaCretia Konan, Director of Business & Training Partnerships; Mark Lanting, Vice President of Instruction; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Executive Director of IT; Will Michels, Instructor; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Nicole Potts, Instructor; Charles Raimondi, Instructor; Sonia Reising, Director of Enrollment Services; Michelle Rothmeyer, Interim Vice President of Student Services; Cynthia Stonesifer, Director of Financial Aid; Andrew Wang, Instructor; Dawn Warning, Administrative Assistant Instruction; Keith Wise, Director of TRiO.

CLOSED SESSION TO DISCUSS PROBABLE, PENDING, OR IMMINENT LITIGATION, 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

On a motion by Ms. Spears, seconded by Ms. Cultra, 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, Linda Mason and student advisory vote Gabrielle Cultra.

The closed session began at 5:34 pm. and ended at 6:02 pm. Dr. Borowicz, Dr. Kantner, Ms. Dailey, Dr. Nicklas, and Ms. McCluskey were invited to attend closed session.

RECOVENE OPEN SESSION

The open session of the meeting resumed at 6:02 pm.

ICCTA PAUL SIMON ESSAY CONTEST WINNER

Each year the Board is presented with a student selected by the English Department as the College's entrant in the Paul Simon Student Essay Contest. This annual contest is sponsored by the community colleges around the state and the Illinois Community College Trustees Association (ICCTA). This year's winner is Courtney Huhta, Ms. Huhta was recognized by the Board and will receive a $500.00 tuition refund awarded to her as the College's local selection.

Her essay will be entered in the statewide contest where the eventual winner will receive a $500 tuition scholarship from the ICCTA.

On a motion by Ms. Spears, seconded by Ms. Mason the Board voted unanimously to approve the $500 reimbursement for Ms. Huhta for the Spring 2017 semester. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

PRESENTATION: Online Chat Feature

Kayte Hamel, Lindsay Barron and Sonia Reising, provided an overview of the online chat feature that is now available at the College.

INTRODUCTION

Dr. Borowicz introduced Tim Banasiak to the Board as part of the KCEA negotiating team. Mr. Banasiak stated he was excited to be part of negotiations and noted it is a lot of work but has been enjoyable so far.

COMMITTEE REPORTS

Audit Committee – Minutes of September 27, 2016;

- Dr. Borowicz noted a correction to the Audit Committee minutes. The meeting began at 3:00 pm and we will make that correction to the minutes.

Executive Committee - Minutes of January 24, 2017
Finance Committee
Foundation Liaison Report – Dr. Nicklas provided the Foundation Report.

- The foundation will be offering innovation awards and applications will be available soon.
- Dr. Nicklas reminded everyone that the Foundation Golf Outing is scheduled for June 16th at the Sycamore Golf Club.
- The Foundation is reminding the high schools about our scholarships. The Board asked about opportunities to get to high school student parents. Dr. Nicklas responded that we hope to have the listing of the scholarships available at various parents' nights.
- Dr. Nicklas left the meeting at 6:26 pm and returned at 6:27 pm. The Board was provided with a Scholarship brochure that the College recently finalized and will be using to promote the scholarships. The Board thanked everyone for their work on this brochure.

INFORMATION & REPORTS – Comparison of Revenue & Expenditures FY'16 and FY'17

Mr. Fuss provided a report on the comparison of revenue and expenditures for FY'16 and FY'17.

INFORMATION & REPORTS – Grant Report Update

The Board was provided with an updated Grant Report from Mark Lanting. The report included FY17 Grants in Development, FY17 Pending Grants and FY17 Grants Awarded and will be provided monthly for their review.

Mr. Johnson asked about a Title III grant. Mr. Lanting is working to get us eligible to apply and we will continue to investigate this opportunity further. The Board felt this was a very informative report.

INFORMATION & REPORTS – IT Plan Update

The Board received an updated information technology plan from RJ McGarry. This report will be provided monthly for their review. Dr. Borowicz noted we have some resources available in our D2L account and we will be using some of those funds to

INFORMATION & REPORTS – IT Plan Update (cont'd)

hire an Assistant Director of IT. We will be bringing forward a recommendation to hire for this position in the near future. Dr. Borowicz added that we would be looking at shortening the kishwaukeecollege.edu and that along with numerous other IT related projects will require additional help in the IT department.

Dr. Borowicz plans to bring forward an athletics update to the Board next month.

NEW BUSINESS - Preliminary FY'18 Budget Proposal

Mr. Fuss presented an overview of the FY18 Budget Proposal.

NEW BUSINESS – Tuition & Fee Recommendation

This month our tuition and fee recommendation is based on the discussion and direction provided by the Board at its February meeting. We continue to be sensitive to the economic climate in which we find ourselves, and are aware of the Board's long-standing position on keeping tuition and fee costs for students reasonable and affordable. The tuition rate increase being requested is significant. However, substantial cuts in expenditures have not been enough to offset the severe reduction in revenue the College is facing without negatively impacting the quality of direct instruction and direct services to students. We are recommending a tuition increase of $10 per credit hour and a $6.00 increase in the Technology Fee with no increase to the student activity fee. We are also recommending eliminating the $30 online course fee.

Also discussed at the February 14, 2017 Board meeting was a lab/studio fee when the contact hours for a course exceed the credit hours for a course. This fee would help cover the actual instructional cost incurred by the College. For courses when the Contact Hours exceed Credit Hours. We are recommending charging 50% of the in-district tuition rate for that difference. The Board was provided with a historical summary of Kishwaukee College tuition and fees.

This year an in-depth course-by-course analysis was conducted to review the appropriateness of the course fees for all courses. These course fees are assessed to cover instructional material costs. In FY 18, we are reducing overall course fees by approximately $112,500. As a result of this analysis the recommendation for the instruction course fee schedule for fiscal year 2018 is being provided for the Board's approval. Beginning with FY19, only course fees scheduled to be changed from the prior fiscal year schedule will be presented for approval.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a roll call vote, the Board voted to increase the per credit hour tuition rate by $10.00. In-district tuition would be $129.00 per credit hour effective with the Summer 2016 semester. The technology fee will remain unchanged at $6.00 per credit hour and the activity fee will remain unchanged at $6.00 per class. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

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

Mr. Fuss provided information on our out-of-district and out-of-state tuition. The Board just approved the in-district tuition at $129.00, per credit hour, effective Summer 2016, and our out-of-district tuition will be 2x that amount at $248.00 per credit hour and our out-of-state will be 3x the in-district tuition making it $387.00. The Board asked about our cooperative agreements. It was noted that we currently have about 3% of our students covered by these cooperative agreements. The Board was in favor of the recommended changes.

NEW BUSINESS – Variable Tuition Proposal – Radiologic Technology

In response to the increasing cost of providing the following programs, Career Technologies Dean Matt Feuerborn, Health/Education Dean Bette Chilton, and Interim Executive Dean of Learning Services Joanne Kantner, studied the feasibility of variable tuition to offset the cost of delivering instruction. They are recommending the implementation of a variable tuition rate of 150% of the current tuition rate at Kishwaukee College. It was recommended that the variable tuition in these programs be implemented in

NEW BUSINESS – Variable Tuition Proposal – Radiologic Technology (cont'd)

fiscal year 2018 for students currently enrolled in beginning coursework within the programs and over two years, with full implementation across all courses in the programs in fiscal year 2019. The programs being recommended are: Automated Engineering Technology, Automotive Technology, Collision Repair Technology, Computer-Aided Design Technology, Diesel Power Technology, Electronics, Emergency Medical Services-Paramedic, Esthetics, Therapeutic Massage, and Welding

This would generate an additional estimated $294,028 in FY '18. The Board was asked to approve the implementation of the recommended variable tuition policy for the above listed programs.

On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board unanimously approved the variable tuition rate of 150% for the above identified programs. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Sabbatical Leave Recommendation

Faculty submitted sabbatical leave requests for the 2017-2018 academic year. The Sabbatical Review Committee reviewed the proposals and reached consensus on two proposals, agreeing that the proposals did meet the guidelines for a sabbatical. Furthermore, the Committee members were impressed by the quality of the activities proposed and believe them to be of value to the College and our students. As such, we are recommending that sabbaticals be granted for both Matt Read, Math Faculty (one-semester leave) and Tim Anderson, Modern Languages Faculty (two-semester leave).

The specific proposals were included for the Board's information, as well an estimate of the costs associated with granting the sabbatical leaves.

On a motion by Dr. Burke, seconded by Ms. Mason and on a roll call vote, the Board unanimously approved the sabbatical leave requests for Matt Read and Tim Anderson. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of Consortia Agreement – WIOA Tuition

The Illinois Community College Board is working with community colleges and local workforce investment boards to enter into a consortia agreement for the purpose of providing in-district tuition rates to students funded under the Federal Workforce Innovation and Opportunity Act (WIOA) training accounts across all participating colleges and workforce areas. Dr. Kantner recommended the College enter into the WIOA tuition agreement as a participating college and track enrollments under this agreement for one academic year.

On a motion by Dr. Hammon, seconded by Ms. Spears and on a roll call vote, the Board unanimously approved entering into the consortia agreement. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of Bid for South Parking Lot & Ring Roads

Mr. Fuss provided an overview of the bid for south parking lot and ring roads. In August 2016, the Board approved a Protection, Health and Safety (PHS) project to complete work on repairing the Ring Road and replacing large portions of the South Parking lot. We recently held a public bid for completion of this project, and the low bidder was Martin and Company Excavating, from Oregon, IL.

The base bid and alternates, #2, #3, #4, and #5 total $719,393 and met all of the College's specifications. The Board was provided with detailed bid tab sheets and an Award Recommendations report summarizing the successful bids for each phase of the project and explanatory footnotes.

NEW BUSINESS – Approval of Bid for South Parking Lot & Ring Roads (cont'd)	On a motion by Mr. Double, seconded by Dr. Burke and on a roll call vote, the Board unanimously approved the bid for the south parking lot and ring roads at a cost of $713,393. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Statement of Final Construction Compliance	At the conclusion of a major construction project, the ICCB requires the Board to approve a Statement of Final Construction Compliance. This report was provided to the Board for the Transformer Replacement Project and Roof Replacement project. Mr. Fuss stated he is recommending the Board approve this resolution. On a motion by Ms. Spears, seconded by Mr. Doubler and on a voice vote, the Board unanimously approved the Statement of Final Construction Compliance. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Change of Date for Regularly Scheduled Board Meeting	Due to Board elections and the requirement to seat the Board no later than May 2, 2017, the request was made to change the Board meeting date for the May regular meeting from May 9, 2017 to May 2, 2017. On a motion by Ms. Spears, seconded by Mr. Doubler and on a voice vote, the Board unanimously approved the change of date for the May Board meeting. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revisions	Dr. Hammon made a motion that we waive the first reading of the policy manual revisions brought before the Board. Ms. Spears seconded the motion and on a roll call vote the Board voted in favor of waiving the first reading of the policy manual changes and will take action tonight on the policy revisions presented. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.06.01 Adjunct Faculty Assignments	The policy revision submitted for consideration addresses the need to update our policy regarding adjunct faculty assignments. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 2.06.02 Adjunct Faculty Assignments. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra. .
NEW BUSINESS – Policy Manual Revision – 2.06.02 Adjunct Faculty Benefits	The policy revision submitted for consideration addresses the need to update our policy regarding adjunct faculty benefits with the elimination of sick leave and a revision to the personal leave benefit. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 2.06.02 Adjunct Faculty Benefits. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.06.03 Adjunct Faculty Handbook	The policy revision submitted for your consideration addresses the need to update our policy regarding the Adjunct Faculty Handbook. On a motion by Dr. Hammon seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 2.06.03 Adjunct Faculty Handbook. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.
NEW BUSINESS – Policy Manual Revision – 2.13.30 Tuition Waivers for Employees taking Kishwaukee College Coursework	The policy revision submitted for your consideration addresses the need to update our policy regarding tuition waivers for employees taking Kishwaukee College coursework. This policy will now identify the benefit for KCAEA and Non-KCAEA Adjunct faculty. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 2.013.30. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Gabrielle Cultra.

NEW BUSINESS –
Board Member Discussion

Mr. Johnson attended the ICCTA meeting at Harper College on March 10th and provided the Board with an overview of the topics discussed at the meeting.

Ms. Cultra attended the student advisory committee meeting. She received a lot of information on Student Advocacy Day. Ms. Cultra received a Certificate of Appreciation from the ICCTA.

CONSENT AGENDA

The items in the Consent Agenda included:

A. Minutes of Regular and Closed session of February 14, 2017
B. Report of Budgetary Revenues and Expenditures*
C. Accounts Payable Recap*
D. Cash and Investment Report*
E. Faculty Appointments for Full-Time KCEA Bargaining Unit for FY18
   - Dr. Kantner introduced several faculty members that were being recommended for tenure.
F. Staff Resignations/Appointments
   - Resignations
     - Noca Ervin, Foundation Development Coordinator
   - Appointments
     - Full-Time Professional Staff (Exempt)\
       - Melissa Gillis, Director of Student Outreach & Educational Partnerships, $58,000 annually
       - Keith Wise, Director of TRiO Support Services, $55,000 annually
     - Full-Time Administrator
       - Chase Budziak, Dean of Math/Science/Business, $84,367 annually
       - Jill Hansen, Controller, $85,000 annually
     - Probationary Full-Time Faculty
       - Pamela Pascolini, Office Systems Faculty, $44,000 annually

Dr. Borowicz noted that with the passing of new legislation, we currently have no Board travel this month and no travel exceeding the limits set by Board policy. Next month we will pull out travel as a separate line item.

On a motion by Dr. Hammon, 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 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 introduced Keith Wise. The Board welcomed him to the College.

Dr. Borowicz presented the President's Report. She attended a meeting on March 8th with an interesting conversation on serving immigrants at the College. She further discussed the topic with the Senior Leadership Team and reviewed how we can get the word out to that community that the College protects their identity.

Dr. Borowicz attended the Robbins Schwartz conference and felt it was a very informative conference with several legal updates.

PRESIDENT'S REPORT (cont'd)

Dr. Borowicz provided an overview of the Illinois Community College President's meeting she attended on Friday, March 10, 2017. There was a hearing today on the BSN program for community colleges and Dr. Borowicz provided a handout to the Board on the BSN Senate Bill 888 regarding community college BSN programs.

Dr. Borowicz stated she would be hosting student listening sessions following spring break to answer questions, comment or concerns on the tuition increase.

Dr. Borowicz has invited Tim Lockman to do a presentation at the April Board meeting.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:31 pm. On a motion by Mr. Doubler, seconded by Ms. Cultra, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees