

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
May 2, 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 5:31 p.m. by Board Chair, Robert Johnson, on Tuesday, May 2, 2017, in the C-2175 Founders Boardroom.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears
Kathy Watkins
Philip Oliver, Newly Elected Student Trustee

MEMBERS ABSENT:

None

OTHERS PRESENT

None

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health & Education; Samantha Dailey, Executive Director of Human Resources; Matt Feuerborn, Dean Career Technologies; Kevin Fuss, Vice President Institutional Effectiveness; Kayte Hamel, Executive Director of MPR; Jill Hansen, Director of Fiscal Services; Joanne Kantner, Interim Executive Dean of Learning Services; Mary Ann Kolls, Interim Dean, WCE; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Mark Lanting, Vice President of Instruction; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Assistant to the President; RJ McGarry, Executive Director of IT; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean, Student Services; Kyra Rider, Faculty; Michelle Rothmeyer, Interim Vice President of Student Services; Kathy Schnier, Faculty; Cyndi Stonesifer, Cyndi Stonesifer, Director Financial Aid; Dawn Warning, Administrative Assistant, Instruction;

RESOLUTION DECLARING RESULTS OF ELECTION

Mr. Johnson stated that the Board must now approve the resolution declaring the results of the election. On a motion by Ms. Watkins, seconded by Dr. Burke, and unanimously carried, the Board approved the resolution declaring the results of the election. The total votes cast for the following candidates were 6,645 for Robert Johnson, 6,587 for Robert Hammon, and 7,987 for Linda Mason. Said resolution is attached to these minutes.

INTRODUCTIONS

Dr. Borowicz noted that Robert Johnson, Robert Hammon and Linda Mason had all been re-elected to the Board.

ADJOURNMENT *SINE DIE* OF PREVIOUS BOARD

Mr. Johnson stated that the next order of business was to adjourn the Board *sine die*. On a motion by Mr. Doubler, seconded by Ms. Watkins, the Board unanimously adjourned *sine die*.

APPOINTING CHAIR *PRO TEM* & SECRETARY *PRO TEM*

Dr. Borowicz noted that at this point in the meeting the Board needed to appoint a Chair *pro tem* and a Secretary *pro tem*. Dr. Borowicz agreed to serve as Chair *pro tem* and Kathy Spears agreed to serve as Secretary *pro tem*.

CALL TO ORDER OF THE NEW BOARD

Acting as chair *pro tem*, Dr. Borowicz called the new Board to order.

ROLL CALL

Members present were:

Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears
Kathy Watkins
Phil Oliver, Student Trustee

Members absent were:

ELECTION OF CHAIR

Dr. Borowicz informed the Board that they would need to elect a Chair, Vice Chair, and Secretary to serve for two-year terms unless the Board chose a one-year term. The Board took no action to change the length of terms; therefore, the terms will be for two years.

Mr. Johnson was nominated by Ms. Mason; seconded by Dr. Burke to serve as Chair. Dr. Borowicz asked if there were any other nominations. Dr. Burke moved the nominations be closed; Ms. Watkins seconded the motion. Dr. Borowicz closed the nominations.

On a motion by Ms. Watkins, seconded by Dr. Burke and on a roll call vote, Mr. Johnson was elected to serve a two-year term as Board Chair. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Linda Mason, Kathy Spears, Kathy Watkins and student trustee Philip Oliver. Mr. Johnson abstained from voting.

At this point Mr. Johnson presided over the elections as the newly elected Board Chair.

ELECTION OF VICE CHAIR

Mr. Johnson asked for nominations for the Vice Chair position. Ms. Mason nominated Dr. Hammon. Mr. Johnson asked if there were any other nominations. With no further nominations Ms. Watkins moved the nominations be closed; Dr. Burke seconded the motion. Mr. Johnson closed the nominations.

On a motion by Ms. Mason, seconded by Dr. Burke and on a roll call vote, Dr. Hammon was elected to serve a two-year term as Vice Chair. Those voting "aye" were: Bobbi Burke, Ken Doubler, Bob Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student trustee Philip Oliver. Dr. Hammon abstained from voting.

ELECTION OF SECRETARY

Mr. Johnson asked for nominations for the position of Secretary. Ms. Mason nominated Ms. Spears; Dr. Burke seconded the motion. Mr. Johnson asked if there were any other nominations. With no further nominations Dr. Burke moved the nominations be closed; Ms. Mason seconded the motion. Mr. Johnson closed the nominations.

On a motion by Ms. Mason, seconded by Dr. Burke and on a roll call vote, Ms. Spears was elected to serve a two-year term as Secretary. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Bob Johnson, Linda Mason, Kathy Watkins and student trustee Phillip Oliver. Ms. Spears abstained from voting.

ESTABLISHMENT OF TIME AND PLACE FOR REGULAR MEETINGS

At this point, Mr. Johnson indicated that a time and place for regular Board meetings needed to be established. He stated that in the past the regular Board meetings were scheduled for 5:30 p.m. on the second Tuesday of each month but could be changed if the Board so desired. On a motion by Dr. Burke, seconded by Ms. Mason, and unanimously carried, the Board established the time and place for the regular meetings to remain at 5:30 p.m., on the second Tuesday of each month in the C-2175 Founders Boardroom on the College's campus.

DISCUSSION OF COMMITTEE APPOINTMENTS

Mr. Johnson and Dr. Borowicz discussed the various committees available for the Chair to appoint trustees to serve on as representative(s) of the Board. The committees are the Kishwaukee College Foundation, Illinois Community College Trustees Association, Finance Committee, Audit Committee, John Roberts Award Selection Committee, Strategic Planning Committee and 50th Anniversary Committee. Trustees were asked to submit their interest in serving on the various committees to Mr. Johnson.

Mr. Johnson will appoint representatives at the June Board meeting. The Committees with Board representation are the Audit Committee, Finance Committee, Foundation Liaison, ICCTA Rep and ICCTA Rep Alternates, the John Roberts Award Committee, the Strategic Planning Committee and the 50th Anniversary Committee.

Dr. Burke and Mr. Doubler offered to serve on the 50th Anniversary Committee. It will meet on the first Monday of every month at 2:00 pm., Mr. Johnson and Ms. Mason offered to serve on the Strategic Planning committee.

DESIGNATION OF COLLEGE TREASURER

Dr. Borowicz pointed out that Mr. Fuss had acted as the College Treasurer for the past year. Dr. Borowicz stated that she would like to recommend the Board designate Mr. Fuss to continue as the College Treasurer. On a motion by Dr. Hammon, seconded by Mr. Doubler, and unanimously carried, the board designated Mr. Fuss as the College Treasurer for a two-year term.

CONCLUSION OF SEATING OF THE BOARD

Mr. Johnson stated this concluded the seating of the new Board.

BOARD OF TRUSTEES EXECUTIVE COMMITTEE

The Board of Trustees Executive Committee will be comprised of the Board Chair, Vice Chair, Secretary and Dr. Borowicz.

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 RECOVENE OPEN SESSION

On a motion by Mr. Doubler, seconded by Dr. Hammon, 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, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

The closed session began at 5:49 pm. and ended at 6:12 pm. Dr. Borowicz, Dr. Kantner, Ms. Dailey, Dr. Nicklas, Ms. Rothmeyer, and Ms. McCluskey were invited to attend closed session.

The Board took a short break. The open session of the meeting resumed at 6:14 pm.

COMMITTEE REPORTS

Audit Committee
Executive Committee - Minutes of March 28, 2017
Finance Committee
Foundation Liaison Report – Dr. Nicklas provided the Foundation Report.

Ms. Mason, noted the financial aspect of the foundation has been gone over very intensely and they have done a really good job of explaining the finances. Mr. Doubler stated the Foundation is looking for additional Board members if anyone knows of someone in the community who may be interested.

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. Faculty and staff have done an outstanding job of watching their expenditures. We are looking at projections of where we might finish and it is looking good. With our plan to reduce dependency on state aid we need to be conservative wherever possible.

INFORMATION & REPORTS –
Grant Report Update

Mr. Lanting provided the Board with an overview of the Grant Report. Mr. Lanting stated there we are applying for corporate grants and are looking into federal grants and hope to see more developments in that light also.

INFORMATION & REPORTS –
Facilities Update

Mr. Fuss provided an update on the baseball field netting. We are attempting to find out exactly what needs to be fixed or replaced and who can provide the service needed as quickly as possible.

Mr. Fuss stated the PHS project to replace the chillers and cooling for the south half of the campus and air conditioning in the gym is going well. We will begin the PHS project for the roads and parking lot on May 30th.

We are hoping to have the Facilities Condition Report in late June to mid-July. We are combining this report with a room utilization study and will be looking at utility expenses by hour of the day so we can make decisions on when the campus should be open. We hope to have everything finalized by fall.

OLD BUSINESS – Ratify Board’s
April 11, 2017, action to approve
employment contracts for College
Administrators for the period from
July 1, 2017 to June 30, 2018

The Board was asked to ratify their action to approve employment contracts for College Administrators for the period of July 1, 2017 to June 30, 2018.

On a motion by Ms. Watkins seconded by Dr. Hammon, and on a roll call vote, the Board approved ratification of the employment contracts for College Administrators for the period from July 1, 2017 to June 30, 2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

OLD BUSINESS – Ratify Board’s
April 11, 2017, action to approve
employment contracts for College
Professional Staff for the period
from July 1, 2017 to June 30, 2018

The Board was asked to ratify their action to approve employment contracts for College Professional Staff for the period of July 1, 2017 to June 30, 2018.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a roll call vote, the Board approved ratification of the employment contracts for College Professional Staff for the period from July 1, 2017 to June 30, 2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

OLD BUSINESS – Ratify Board’s
April 11, 2017, action to approve
employment contracts for College
Grant Funded Professional Staff for
the period from July 1, 2017 to June
30, 2018

The Board was asked to ratify their action to approve employment contracts for College Grant-Funded Professional Staff for the period of July 1, 2017 to June 30, 2018.

On a motion by Ms. Watkins seconded by Ms. Spears, and on a roll call vote, the Board approved ratification of the employment contracts for College Grant Funded Professional Staff for the period from July 1, 2017 to June 30, 2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

OLD BUSINESS – Ratify Board’s
April 11, 2017, action to approve
employment contracts for College
Confidential Staff for the period
from July 1, 2017 to June 30, 2018

The Board was asked to ratify their action to approve employment contracts for College Confidential Staff for the period of July 1, 2017 to June 30, 2018.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a roll call vote, the Board approved ratification of the employment contracts for College confidential staff for the period from July 1, 2017 to June 30, 2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Auxiliary
Enterprise Fund Budgets Review

Mr. Fuss presented the preliminary FY18 budget for the Auxiliary Enterprise Funds. We are projecting a deficit budget in FY 18 with a net loss of \$50,905, which is down from the current year projected loss of \$168,313. Mr. Fuss’s explained the factors which are contributing to this projected loss. These numbers were built on assumptions of stable

NEW BUSINESS – Auxiliary
Enterprise Fund Budgets Review
(cont'd)

enrollment, if we do not reach that we will need to go back and revisit the numbers. We will bring a Food Service contract recommendation to the June Board meeting.

Dr. Borowicz stated we are making progress, and continue to work on our auxiliary enterprise fund budgets.

NEW BUSINESS – Change of Date
for Regularly Scheduled Board
Meeting

With several trustees being unavailable on the regular meeting scheduled for June 13th, the Board would like to change the June regular meeting date to June 6, 2017. The Board would like to start that meeting at 3:00 pm with a Board self-evaluation being done in closed session. Mike Monaghan has been invited to facilitate the Board self-evaluation. They will plan to break for dinner at 5:00 pm and resume the open session of the meeting at 5:30 pm. On a motion by Ms. Spears, seconded by Ms. Mason and on a voice vote, the Board unanimously approved the change of date for the June Board meeting. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS - Approval of
Travel Expenses for any Member of
the Board of Trustees

The Board was asked to approve travel expenses for Robert Johnson who attended the ICCTA Lunch & Seminar on March 10, 2017 in Palatine IL (\$100.00) and Gabrielle Cultra who attended the ICCB SAC Awards Lunch on March 10th in Palatine, IL (\$30.00). On a motion by Dr. Burke, seconded by Dr. Hammon and on a voice vote, the Board unanimously approved the travel expenses for Board members Robert Johnson and previous student trustee Gabrielle Cultra. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Travel Expenses that Exceed the
Maximum Allowable
Reimbursement

There were no travel expenses that exceeded the maximum allowable reimbursement.

NEW BUSINESS - Approval of
Reimbursable Expenses because of
Emergency or other Extraordinary
Circumstances

There were no travel expenses because of emergency or other extraordinary circumstances.

NEW BUSINESS –
Board Member Discussion

Ms. Spears attended Lobby Day in Springfield. She met with our local Senators and Representatives. The forecast for a budget does not look promising. Discussion continued on the BSN program. The committee that is looking at BSN will be picking the 10 colleges if it passes.

Ms. Spears met with the ICCTA Awards Committee. The awards will be presented on June 2nd at the ICCTA Annual Convention.

NEW BUSINESS –
Board Member Discussion
(cont'd)

There was discussion on trustee training. There are currently four accredited providers for the required trustee training. ICCTA will be \$240 for the day with lunch. If you can only attend for half it will be \$150 for morning or for afternoon. Non-members will have a 40% upcharge. There is a plan to video record and make that available in some fashion.

In an effort to provide a time for public comment. We plan to bring changes to our Addressing the Board policy in June.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of April 11, 2017
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. F. Staff Resignations/Appointments

CONSENT AGENDA

(cont'd)

- Resignations
 - Carla Raynor, Coordinator of Family Literacy
- Appointments
 - Full-Time Professional Staff
 - Mindy Lange, Human Resources Specialist, \$42,000 annually
 - Andrea Wise, Staff Accountant, \$60,000 annually

On a motion by Mr. Watkins, seconded by Ms. Spears, 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 Philip Oliver.

Mr. Johnson, Dr. Borowicz, Ms. Hansen and Mr. Fuss met with First National Bank to discuss options on investing. Mr. Fuss, Ms. Hansen and Mr. Overton have looked at our cash flow, and would like to move some money into a fully collateralized money market account. Then we will start to look at possibly moving money into treasury and security bills. We would then look outside of First National to see what other options are available to earn more of a return on our money.

STUDENT REPRESENTATIVE'S REPORT

Mr. Oliver provided the Student Representative's Report to the Board.

PRESIDENT'S REPORT

Dr. Borowicz provided the President's Report. Dr. Borowicz attended the HLC strategy forum and noted it was very informative and good experience.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:17 pm. On a motion by Dr. Burke, seconded by Mr. Oliver, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees