

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

August 8, 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 5:30 p.m. by Board Chair, Robert Johnson, on Tuesday, August 8, 2017, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Dean, MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director Research & Data Management; Kevin Fuss, Vice President Administration; Missy Gillis, Director Student Outreach/Ed Partnerships; Anne-Marie Green, Director Academic Support; Kathy Jones, Purchasing Coordinator; Kayte Hamel, Executive Director of MPR; Jill Hansen, Director of Fiscal Services; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Mary Ann Kolls, Dean, WCE; Branden McCullough, Faculty; Mark Lanting, Director of Accreditation & Grants; 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; Michelle Rothmeyer, Vice President of Student Services, Danita Sims, Coordinator Employer WorkNet Services; Cynthia Stonesifer, Director Financial Aid.

ROLL CALL

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, PROBABLE, IMMINENT OR PENDING LITIGATION AND COLLECTIVE BARGAINING NEGOTIATIONS

On a motion by Ms. Watkins, 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 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. Dr. Borowicz was invited to attend closed session.

The closed session began at 5:32 pm. and ended at 5:50 pm.

RECOVER OPEN SESSION

The open session resumed at 5:55 pm.

COMMUNICATIONS

None

PRESENTATION

Dr. Borowicz provided the Board with a presentation that she had recently provided to the DCEDC.

COMMITTEE REPORTS

Audit Committee
Executive Committee - Minutes of June 27, 2017
Finance Committee
Foundation Liaison Report – Dr. Nicklas provided the foundation liaison report.
50th Anniversary Committee

INFORMATION & REPORTS –
Comparison of Revenue &
Expenditures FY' 17 and FY' 18

Mr. Fuss provided a report on the comparison of revenue and expenditures for FY' 17 and FY' 18. The estimated FY17 impact on fund balance is an increase of \$4,687,863 and includes a state revenue accrual of \$3,061,000. This gives us a current total college fund balance of an estimated \$8,597,611. There are a small amount of year-end adjustments remaining, including bad debt. The forecasted FY17 increase in fund balance without the state revenue dollars that came in after year end, would have been approximately \$1,400,000.

INFORMATION & REPORTS –
Four-Year Historical Budget
Analysis

Mr. Fuss stated we had not received any base operating funds. We did receive MAP money for last year and that has been provided to students.

Mr. Johnson stated that he attended a trustees meeting and they were indicating that it is important for the FY17 money to be received prior to December 31, 2017.

The Board asked for clarification on bad debt and would like additional information on how we determine that something is classified as a bad debt. Dr. Borowicz will work on providing the information to the Board.

INFORMATION & REPORTS –
Grant Report Update

The Board was provided with an updated monthly Grant Report.

INFORMATION & REPORTS –
Facilities Update/Facilities
Condition Report

Mr. Demonica Kemper from DKA provided a 2017 Faculty Condition Assessment. He noted that the College has done a great job of keeping the College facilities in good condition. He reviewed nonrecurring and recurring needs. There was also a review of critical needs and non-critical needs.

Mr. Johnson noted we have some challenges ahead of us in continuing to maintain our facilities. The Board was provided with a list of improvements that are currently being done in existing student spaces. Facility staff will do much of the remodeling work, which reduces the overall cost of the projects.

INFORMATION & REPORTS –
Upcoming College Events

Ms. Hamel provided a monthly report with upcoming College events.

NEW BUSINESS – State Revenue

Mr. Fuss stated that while we are looking into keeping our facilities in good shape there has also been discussion on how else to use state revenue funds. He recently did a Chief Financial Officers listserv survey to find out what other Colleges are doing for students. There was a very good response rate but unfortunately, he did not receive any responses indicating that other colleges might be considering providing additional funding to the students with the recent approval of state funding.

The Senior Leadership has been reviewing ways of doing givebacks to our students and have discussed several options. Mr. Fuss provided an overview of some potential ideas that have been discussed. We are looking at ways to give back approximately a half a million dollars. It has been determined that it is not practical to rebate students so it seems fair to look at alternative ways to help our students.

The Board would like to pass back unanticipated revenue that does not affect our students financial aid. They are also committed to looking very hard at tuition increases for next year and like the idea of limiting any future increases if possible.

NEW BUSINESS – State Revenue
(cont'd)

Mr. Oliver stated he believes students would be very interested in having something go back to students. Mr. Johnson asked if we could offer a discount on a percentage basis of what the student paid in tuition as a credit to the student. Dr. Borowicz stated we needed a bit more time to finalize a plan. Dr. Hammon feels it may be easier to distribute it evenly on a one-time basis.

The Board wants to ensure that whatever attempt we make to offset savings to our students does not end up costing the College additional funds in implementing it with staffing costs etc. Dr. Borowicz noted that Mr. Oliver would be a great resource as we discuss ways in which this could help our students. Mr. Oliver suggested students graduating in the fall could possibly receive a higher buy back refund at the bookstore. We will solicit student input.

Ms. Spears stated that in keeping the campus in good repair and updating areas that require it we are showing our students that we care about their needs. We are here for the students and the student gathering areas are important to them.

Dr. Borowicz stated she would like to develop a plan and discuss this topic further at the next executive committee meeting.

NEW BUSINESS – Review of
Closed Session Minutes

There are seven sets of closed session minutes from regular board meetings. Dr. Borowicz recommend the minutes of January 10, 2017, February 14, 2017, March 14, 2017, April 11, 2017, May 2, 2017, and June 6, 2017, remain closed as they reference possible litigation which remains ongoing, personnel matters which reference the discipline or dismissal of specific individuals by name, or collective bargaining negotiations. She also recommend the destruction of audio tapes that are older than 18 months.

On a motion by Ms. Watkins, seconded by Dr. Hammon, and unanimously agreed on, the Board approved leaving closed the minutes of January 10, 2017, February 14, 2017, March 14, 2017, April 11, 2017, May 2, 2017, and June 6, 2017. The Board also approved destroying the tapes that are older than 18 months. 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 – Clery Report

The Annual Report complies with federal law and is intended to provide important information about the safety and security of the campus. Colleges and universities that participate in federal student assistance programs must publish an Annual Security Report by October 1. The College must also file an annual report with the United States Department of Education reviewing the incidence of certain crimes on campus.

Additionally, the Clery Act requires the agency providing security on campus to maintain a public log of all crimes reported to them. The DeKalb County Sheriff's Department keeps such a log. This information is merged with crime statistics from the previous two years to afford a three-year pattern for each reportable crime. The report showed the available statistics for the 2014, 2015, and 2016 calendar years.

On a motion by Ms. Watkins, seconded by Dr. Burke, and unanimously agreed on, the Board approved leaving closed the minutes of January 10, 2017, February 14, 2017, March 14, 2017, April 11, 2017, May 2, 2017, and June 6, 2017, the Clery Report for the College. 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

Mr. Johnson noted that for the past two years the Board has not submitted travel expenses. With the receiving of state funding, we will now allow reimbursement for appropriate travel expenses.

Dr. Hammon recently attended the ICCTA Annual Convention and mileage, hotel and meal costs were \$430.07. Mr. Johnson attended the June 2-3, 2017 ICCTA Annual Convention and with hotel and mileage costs of \$247.72. Mr. Johnson also an ICCTA meeting at Highland Community College on August 4-5, 2017, with total costs for mileage/meals at \$189.88. On a motion by Ms. Spears, seconded by Ms. Mason, and on a roll call vote, the Board approved the travel expenses for members of the Board of Trustees in the above amounts. Those voting "aye" were: Ken Doubler, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Olive. Mr. Johnson and Dr. Hammon abstained from voting.

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 an Emergency or Other Extraordinary Circumstances

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

NEW BUSINESS – Board Member Discussion

Ms. Mason asked about the next available opportunity to attend trustee training. Mr. Johnson is currently Chair of the trustee training committee and they met recently at Highland Community College. They are in the process of developing a video for the training that would allow trustees to view the video in order to meet the requirements and receive a certificate of completion. There will be a charge to the College for trustees to view the video, but they have not yet set the cost.

Mr. Johnson noted that John Avendano, current president of Illinois Community College President's Council had recently stated that 62% of Illinois Colleges had declining enrollment last year. Karen Hunter Anderson spoke on safety and security, diversity, apprenticeships, leadership crisis in community colleges, general enrollment decline nationwide, governance models, new instructional models, and college readiness. It was noted that Illinois has better data collection than most states.

Kathy Watkins shared a catalog of continuing education and career technology she picked up on a recent visit to Washington D.C. It was noted that we should look at additional course offerings on items such as how to work the electronics in your car, cell phone, etc.

The next ICCTA meeting is in September and will be a 1-day meeting. In November, the ICCTA will most likely hold a 2-day meeting.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of July 11, 2017*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Sarah Eggleston Shumway, Business Office Assistant
 - Nadine Franklin, Faculty
 - Appointments
 - Full-Time Administrator
 - Cynthia McCluskey, Executive Director Board Relations & Human Resources, \$88,000 annually

CONSENT AGENDA (cont'd)

- Full-Time Professional Staff – Non-Exempt
 - Maria Lombardo, Early Childhood Teacher and Practicum Site Coordinator, \$26,242.00 annually

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, Kathy Watkins and student advisory vote Philip Oliver.

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 reviewed the Kishwaukee College FY18 Goals and stated she would be sharing them at in-service with the staff. They are based on the 6 AQIP categories: Helping Students Learn, Meeting Student and other Key Stakeholders Needs, Valuing Employees, Planning & Leading, Knowledge Management & Resource Stewardship and Quality.

Dr. Borowicz spoke about the process for handling financials for the KEC. She will be meeting with the KEC Board for further discussion. Ms. Watkins noted that the program was meant to be a feeder into the College.

Dr. Borowicz attended the Rochelle Rotary on August 1, 2017, and Representative Tom Demmer was a guest speaker. Dr. Borowicz and Dr. Nicklas will attempt to set up a meeting with him in the near future.

Dr. Borowicz reviewed enrollments. She noted that we are going to focus on student success. With decreased enrollment, we are seeing some programs that will not have full course loads and we will need to look at suspending programs in those areas.

Dr. Borowicz reviewed the Dashboard with trustees. The Board thanked Dr. Borowicz for the information provided by the Dashboard and felt it would be very informative to review on a monthly basis.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:00 pm. On a motion by Ms. Spears, seconded by Dr. Burke, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees