

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
November 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 5:30 p.m. by Board Chair, Robert Johnson, on Tuesday, October 10, 2017, in the C-2175 Conference Room.

ROLL CALL MEMBERS PRESENT:
Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Spears – attended via telephone
Kathy Watkins
Philip Oliver, Student Trustee

MEMBERS ABSENT:
None

STAFF PRESENT:
Laurie Borowicz, President; Chase Budziak, Dean MSB; Domonica Blalock, Faculty; Matthew Crull, Director Research & Data Management; Dave Gommel, Coordinator Maintenance Services; Anne-Marie Green, Director of Academic Support; Kevin Fuss, Vice President Administration; Miles Halpern, Faculty; Laurie Hoecherl, Faculty; Connie Kessen, Manage Copy Center/Mail Services; Kayte Hamel, Executive Director of MPR; Jill Hansen, Comptroller; Kathy Jones, Purchasing Coordinator; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Scott Kawall, Director Student Involvement; Mary Ann Kolls, Dean, WCE; Keith Lamb, Director of Operations; Mark Lanting, Director Grants & Accreditation; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Michelle Ohlinger, Executive Assistant to the President; Bill Nicklas, Executive Director Foundation Development; Sam Overton, Financial Consultant; Nancy Partch, Dean, Student Services; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services, Cynthia Stonesifer, Director Financial Aid; Andrea Wise, Staff Accountant.

BOARD MEMBER PARTICIPATING ELECTRONICALLY Trustee Kathy Spears notified Mr. Johnson and Ms. McCluskey that she would be unable to attend the meeting in person due to a family health emergency and would like to participate by telephone. On a motion by Dr. Hammon, seconded by Dr. Burke and on a unanimous voice vote the Board voted to allow Ms. Spears to participate electronically and be included in all voting matters at tonight's meeting.

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. 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, and 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, Cindy McCluskey, Joanne Kantner, Michelle Rothmeyer, and Bill Nicklas were invited to attend closed session.

The closed session began at 5:34 p.m. and ended at 5:44 p.m.

RECOVENE OPEN SESSION The open session resumed at 5:46 p.m.

PUBLIC HEARING ON 2017 TAX LEVY	Mr. Johnson opened the public hearing on the 2017 tax levy. There were no comments from the audience. On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, Mr. Johnson closed the public hearing on the 2017 tax levy. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.
PUBLIC COMMENT	None
COMMUNICATIONS	None
PRESENTATION	<p><u>Parade Recognition</u> The Kishwaukee College Sycamore Pumpkin Fest Parade entry won 2nd place in the non-commercial division and the Board recognized those that worked on the float. The Board thanked Kayte Hamel and the other individuals involved for their work in submitting an entry and walking in the parade.</p> <p><u>Success in the New Economy Video</u> Dr. Borowicz shared the 10 minute video “Success in the New Economy”, detailing how expectations need to be altered to better align education and the needs of the workplace. This video has been shared with others, including DCEDC, GREDCO, and K-12 Administrators. The Board thanked Dr. Borowicz for the information and stated they felt it would be a great video to show to high schools students and their parents. There was also a suggestion to put it on our Facebook page.</p> <p><u>Preliminary Phase One Advising Plan</u> Michelle Rothmeyer provided an overview of our preliminary phase one Advising Plan. The plan is a comprehensive approach that focuses on supporting our students through their college experience.</p>
COMMITTEE REPORTS	<p>Audit Committee - The College is receiving proposals for an IT penetration audit. Mr. McGarry will provide additional information as we go forward.</p> <p>Executive Committee - Minutes of September 26, 2017 – It was decided to cancel the December Board Executive Committee meeting.</p> <p>Finance Committee – Possible meeting date of November 28, 2017; The Board agreed to meet at 9:00 a.m. on November 28, 2017.</p> <p>Foundation Liaison Report</p> <ul style="list-style-type: none"> • Dr. Nicklas provided the foundation report. • Dr. Nicklas provided a summary from the Foundation Gala event. He thanked all those that helped support this year’s event. <p>50th Anniversary Committee</p> <ul style="list-style-type: none"> • Mr. Doubler provided a report on the 50th Anniversary Committee. • We have completed interviews for a special video commemorating our 50th anniversary. • Mr. Johnson and Dr. Borowicz are planning to attend the ACCT conference in Washington D.C. Mr. Johnson stated it is an important event and agreed to push back the February Board meeting to February 20, 2017. • Mr. Doubler stated we would plan a kick off for the February Board meeting. We will have t-shirts, employee engagement, involving retirees, donor event, etc. <p>Strategic Planning Committee</p> <ul style="list-style-type: none"> • Received 6 proposals • Finalizing a plan with John Newton and Associates Ltd. • There will be a customized proposal based on what we need.

COMMITTEE REPORTS
(cont'd)

- The Board was in favor of proceeding with working with John Newton for the strategic plan.

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

Ms. Hansen provided a memo updating the comparison of Revenue & Expenditures. Year-to-date revenue is ahead of year-to-date FY18 budgeted revenue by \$1,462,242 due to receiving \$1,403,213 in state funds earlier than expected.

INFORMATION & REPORTS –
State Revenue Update

Mr. Fuss provided a report that gives information regarding State of Illinois payments that have been received by the College in FY17 and FY18.

Mr. Johnson noted that as part of the trustee meeting last weekend Suzanne Mendoza spoke with trustees and said her two highest priorities was education and social services.

INFORMATION & REPORTS –
Dashboard Report

The Board was provided with an updated Dashboard Report. New applications are 17% ahead of where we were last spring.

INFORMATION & REPORTS –
Grant Report Update

The Board was provided with an updated monthly Grant Report.

INFORMATION & REPORTS –
Upcoming College Events

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

INFORMATION & REPORTS –
Facilities Update/Facilities
Condition Report

Mr. Fuss updated the Board on the status of ongoing projects occurring on campus. The College has three fire pit areas on campus that need to be torn down. Mr. Fuss recently completed a Request for Proposals (RFP) to take out the three fire pit areas and repair the roof. The Board noted their approval to proceed with finalizing a proposal and they will take action on this item at the December Board meeting.

We did not receive the information in time to get it on this month's agenda.

INFORMATION & REPORTS –
Key Indicators Report

This document is an internal report that has been produced annually; you will notice it has been shortened this year. These measures are based largely on the "Core Indicators of Effectiveness" developed by the American Association of Community Colleges. For each measure, the report contains goals, benchmarks and a brief analysis. The purpose of this report is to provide one means to assess how effective the College is in meeting student outcomes that are reported on an annual basis. Mr. Crull reviewed the report with the Board.

The Board thanked Mr. Crull for the report and noted they would like key narratives on areas that had significant changes or if something goes to red.

OLD BUSINESS –Academic
Achievement Scholarships

Dr. Borowicz noted that based on conversations at the last Board meeting we have provided an analysis of a potential scholarship to local high school graduates. The parameters of the in-district high school scholarships are provided in the memo from Kevin Fuss.

- Award \$1,000 per semester scholarship for one year to students with a high school GPA of 3.75 or higher (Tier 1)
- Award \$500 per semester scholarships for one year to students with a local high school GPA between 3.25 and 3.74 (Tier 2)

Dr. Borowicz stated that at the meetings she has been attending colleges are being advised to remain conservative with state funding. She would like us to keep that in mind as we look at these scholarships. We could look at the Tier II as a one-year scholarship to see if this would increase enrollment. If it did, we could continue it, but if it does not or we do not have funding, we would not be committed to year 2 of the program. Many of these scholarships could become last dollar scholarships.

OLD BUSINESS –Academic
Achievement Scholarships
(cont'd)

The Board is okay with the new scholarship being a one-year scholarship with the expectation that we will continue year two if we see that it increases enrollment for this population of students.

Dr. Borowicz would feel more comfortable if we do it as a pilot. She noted that we are already committed and have advertised that we will be offering the Tier 1 scholarship as a 2-year scholarship so she would like to continue with that for now, but would offer the Tier 2 scholarship as a 1-year award.

On a motion by Mr. Doubler seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved offering the two tier academic achievement awards as outlined above, with Tier 1 being for two-years and Tier 2 being for one-year. 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 – Collection
Agency Update

Ms. Hansen provided information on the process for working with a collection agency. TekCollect is the agency that has been highly recommended by other colleges. We would like to give them two years' worth of receivables. We would be submitting \$557,000 worth of receivables. The collection fee charged by TekCollect would be added to the students balance. We currently participate in the Illinois Debt Recovery program and TekCollect will continue to work with this program.

The Board was in favor of proceeding with using TekCollect as our collection agency for student accounts.

OLD BUSINESS – KEC
Partnership Update

Mr. Johnson stated that at our last Board Executive Committee meeting Jaime Craven attended and reviewed the history of the KEC with the College. Mr. Johnson is proposing we send a letter, which Mr. Johnson drafted and provided to the Board for review, to the KEC Board members and the President's of the member's district. It discusses history and financial arrangements with the KEC.

The Board was presented with a summary of the history of the College's relationship with KEC that was provided by Ms. Watkins.

Several trustees indicated they were okay with sending the letter; it is a good way to manage expectations. Mr. Johnson will coordinate sending the letter with Dr. Borowicz, it will be sent to Board Chairs and KEC Board along with Amanda Christiansen.

OLD BUSINESS – K12 &
Kishwaukee College Board
Collaboration Meeting

Dr. Borowicz will coordinate a meeting with the K12 Board's and the Kishwaukee College Board of Trustees. We would host the meeting here at the College. Dr. Borowicz will work with the superintendent's to plan the agenda.

NEW BUSINESS – Approval of
PHS Project – Air Handler

Mr. Fuss requested Board approval of the following PHS project:

- Replace air handler Units #13 and #14 that service the B1400 wing
- Construct new hollow metal door frame in existing penthouse wall to allow removal, installation and easier access to these units
- Replace control systems in Air Handler Units #3, #4, #5 and #6 with new Johnson Controls Metasys controls.
- Upgrade twelve fan-powered boxes that serve air handler Unit #3 and install control units for each box.

The total estimated cost of this project is \$776,000.

On a motion by Ms. Watkins seconded by Dr. Burke and on a roll call vote, the Board approved the PHS project at the estimated cost of \$776,000. 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
2017 Tax Levy

Mr. Fuss referred to the Certificate of Tax Levy for 2017 and stated that the total tax to be levied supports the FY 2018 budget that was approved at the September Board meeting.

Mr. Fuss reviewed the certificate and the various tax levies with the Board.

Educational Fund - \$6,083,788

Operations and Maintenance Fund - \$1,659,215

Local Government & Governmental Employees Tort Immunity Act, \$1,211,116

Social Security and Medicare - \$263,000

Audit Fund - \$83,221

Bond and Interest - \$4,571,931

PHS - \$1,084,454

Mr. Johnson asked for a motion to approve the 2017 Tax Levy. On a motion by Ms. Watkins seconded by Dr. Hammon, the Board approved the 2017 tax levy. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver. Said Certificate of Tax Levy is attached to and made a part of these Minutes.

NEW BUSIENSS – Property Tax
Abatement for Series 2012 Alternate
Revenue Bonds

This month the Board is being asked to approve the 2017 property tax levy. Included in this tax levy is \$407,950 for the payment of the Series 2012 Alternate Revenue Bonds. Although interest and principal payments of these bonds is funded by student tuition, we are required to levy property tax for these bond payments and then abate the same amount. We will follow this procedure annually until the Series 2012 bonds are paid off in 2037.

The Board Resolution for this abatement was provided to the Board. On a motion by Ms. Spears seconded by Dr. Hammon, and on a roll call vote, the Board unanimously approved the Series 2012 Alternate Revenue Bonds Abatement. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Property Tax Abatement for Project
Black Bear – 3M

On July 14, 2015, the Board approved a tax abatement for Project Black Bear (3M), which was a nearly 1,000,000 square foot expansion of the 3M facility in DeKalb. Although the Board approved an abatement, no action was taken as to an actual resolution that would authorize the county’s Tax Extension Clerk to take action on the abatement.

The abatement would be over 5 years and is structured in the following manner (estimated abatement amounts are in parentheses):

- Year 1: 90% (\$63,277)
- Year 2: 80% (\$56,246)
- Year 3, 4, and 5: 50% (\$35,154 each year)

The abatement would begin in 2017, which is the first full year after the new structures were occupied. On a motion by Ms., Watkins seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved the Series 2012 Alternate Revenue Bonds. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Early Childcare
Center Enrollment Report

The Board was provided with a 2015-2017 Early Childhood Center Enrollment Report.

NEW BUSINESS – Annual Report
of the Disposition of College
Property with an Original Value of
\$5,000 or Greater

Board Policy 5.13 requires that the Board will be provided an annual report of the disposition of all College Property that had an original value in excess of \$5,000. The Fiscal Year 2017 report is included in your packet. This report contains one column for original cost and another column for “NBV” which stands for Net Book Value. Net Book Value is equal to the original cost less all depreciation that has accumulated since the asset was purchased. Ms. Hansen reviewed the report.

NEW BUSINESS – Workers Comp Insurance Audit Ms. McCluskey provided the Board with the results of a recent workers’ compensation audit for the policy year July 1, 2016 – July 1, 2017. The College received a refund check of \$35,847.00 due in part to lower than anticipated payrolls and a very good claims history.

NEW BUSINESS - Approval of Travel Expenses for any Member of the Board of Trustees There were no travel expenses for any member of the Board of Trustees this month.

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 reimbursable travel expenses due to an emergency or other extraordinary circumstance.

NEW BUSINESS – Board Member Discussion Mr. Johnson attended the ICCTA meeting in Lisle, IL. The Trustee roundtable discussion was on the retention of students. Several schools stated a key way to increase student enrollment is a champion within the program of an outstanding instructor or faculty member. If you can parlay a strong program that instructor can then help attract students to the program.

The Board congratulated Bette Chilton on her nomination for the Athena Award.

CONSENT AGENDA The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of October 10, 2017*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Dennis Herrmann, CDL Instructor (November 17, 2017)
 - Ann Wilson, Coordinator Disability Services (by June 30, 2018)
 - Appointments
 - Nikkita Carrington, WIOA Youth Career Planner (\$35,525 annually)
 - Keyanna Washington, Upward Bound Case Manager (\$39,500 annually)

On a motion by Dr. Burke, seconded by Ms. Watkins, 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. Nicklas provided an overview of the Cadet Corp program.

Dr. Borowicz provided the President’s Report.
Dr. Borowicz stated that she attended a recent President’s retreat and reviewed the information that was provided at from the retreat.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:20 pm. On a motion by Dr. Burke, seconded by Dr. Hammon, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees