

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
December 12, 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, December 12, 2017, in the C-2175 Conference Room.	
ROLL CALL	<u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears – attended via telephone Kathy Watkins Philip Oliver, Student Trustee	<u>VISITORS:</u> Demonica Kemper, DKA Associates – arrived at 5:56 p.m. and left the meeting at 6:15 pm
	<u>MEMBERS ABSENT:</u> None	
	<u>STAFF PRESENT:</u> Laurie Borowicz, President; Chase Budziak, Dean MSB; Matthew Crull, Director Research & Data Management; Missy Gillis, Director Student Outreach & Educational Partnerships; Matt Feuerborn, Dean of CT; Kevin Fuss, Vice President Administration; Kayte Hamel, Executive Director of MPR; Jill Hansen, Comptroller; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; 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; Brandon McCullough, Faculty; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services, Cynthia Stonesifer, Director Financial Aid; Billi Tierney, Coordinator Job Seeker Services.	
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 Ms. Watkins, 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 Dr. Hammon, seconded by Mr. Doubler, 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 <i>specific</i> 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, Dr. Nicklas, Mr. Fuss, Dr. Kantner, Ms. Rothmeyer, Mr. McGarry, Ms. Hamel, Ms. McCluskey and Ms. Ohlinger were invited to attend closed session. The closed session began at 5:35 p.m. and ended at 5:50 p.m.	
RECOVENE OPEN SESSION	The open session resumed at 5:55 p.m.	
PUBLIC COMMENT	None	

COMMUNICATIONS

The DeKalb Ogle Workforce Consortium sent a thank you letter to the College. Dr. Borowicz noted we honored our commitment this year with the donation that they are thanking us for in the amount of \$5,000. She noted that she has informed them that going forward the College could not commit to a \$5,000 contribution.

PRESENTATION

Facilities Plan

Dominick Demonica, Demonica Kemper Architects, provided an overview of an updated campus master plan. Mr. Demonica noted that there have been three workshops held. The first workshop was an opportunity to identify existing issues and needs, the second was to come back with ideas to address those issues, and the last meeting was held to refine these ideas even further.

The Board was provided with an estimated project cost for each item along with prioritization of the items. The high priority total is approximately \$721,400. The nonrecurring needs total approximately \$3,986,790. The recurring needs total approximately \$32,303,840. Once those items are complete, we will need to do a projected funding plan by year. We will look at projected funding needs and projected revenue sources.

We are gathering input and rolling out ideas as we go forward. Mr. Fuss noted that for any type of emergency purchases we would use existing budgetary money from the facilities area or ask the Board to use some of our reserves or use some reserves in the operations and maintenance restricted funds.

The Board asked about possible sewer system needs. Mr. Fuss stated we are looking at options to minimize our costs including grants, possible PHS funding.

The Board thanked Mr. Demonica for presenting the information.

Product Development Plan

Dr. Kantner shared the College's Program and Curriculum Development Plan. The College is continually looking at ways to keep current in our course offerings. The Board asked if secondary CT teachers were aware of the changes. Dr. Kantner stated we would be working them as part of the implementation, after receiving ICCB approval. It was noted that several secondary instructors are on the College's advisory committees.

Dr. Borowicz applauded Dr. Kantner, her team and our faculty for their work in this process.

COMMITTEE REPORTS

Audit Committee – RJ McGarry is working on the IT audit. It appears it will be over \$25,000. Once we have more finalized information, a formal proposal will be brought to the Board.

Executive Committee - Minutes of October 24, 2017

Finance Committee – Minutes of September 5, 2017 – Mr. Fuss reached out to Mr. Chapman regarding a possible bond refinance in 2021. We will schedule a meeting once he has finalized the requested information.

Foundation Liaison Report

- Dr. Nicklas provided the foundation report.
- We have received some substantial donations in the recent weeks include a very generous contribution from the Johnson family.
- Dr. Nicklas mentioned he has been very impressed with the increase in the number of staff that are participating in the fifty for our fiftieth fundraising event.

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.

- The new 50th Anniversary banners are up in the Student Center
- We received the first version of the 50th Anniversary Committee Video; Ms. Hamel will share it with the Board.

Strategic Planning Committee

- Dr. Borowicz stated that on December 4, 2017, there was a meeting with Mr. John Newton to put together a timeline of internal and external activities. She hopes to have him spend 10 minutes with the Board in January. We will have some strategic planning activities in the spring.
- Mr. Newton will plan an input session with the Board as we progress with our strategic plan.

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

Ms. Hansen provided an update on the comparison of Revenue & Expenditures. Year-to-date revenue is ahead of year-to-date FY18 budgeted revenue by \$1,896,767 due to receiving \$1,715,129 in state funds earlier than expected. Year-to-date expenses are under FY18 budget.

The following expenditures vary from budget:

- IT and Contractual Services over budget – IT contractual costs are \$203,515 over year-to-date budget due to Ellucian and D2L annual maintenance costs expended in July and August.

INFORMATION & REPORTS –
State Revenue Update

Mr. Fuss provided an updated report on State of Illinois payments that have been received by the College in FY17 and FY18. The College's most recent payment is scheduled to be received on December 13, 2017. ICCB and the state have worked out an agreement so that we should not have to go to court to get funding for any FY17 funds that would be received after December 31, 2017.

INFORMATION & REPORTS –
Dashboard Report

The Board was provided with an updated Dashboard Report.

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/Saturdays and
Sundays

Mr. Fuss updated the Board on the status of ongoing projects occurring on campus. We will be restricting access to certain parts of campus unless there is a special event scheduled for the area.

Furniture purchases were made through the Illinois Higher Education Consortium. While these items do not need to go out for bid, the Board is being provided with a listing of the expenditures for the recent furniture purchases. Furniture for classrooms will be arriving soon and it was also purchased through the consortium. Students appear very happy that we are updating areas of campus and are appreciating the new furniture. Mr. Oliver stated booths are the most popular space for study groups with students.

Dr. Borowicz reminded the Board that we are using leftover referendum funding to pay for these items.

OLD BUSINESS – KEC
Partnership Update

Dr. Borowicz noted that tomorrow is a KEC meeting and she will be unable to attend. She provided a letter to be presented at the meeting. Dr. Nicklas is working on language for a Memorandum of Understanding with the KEC.

OLD BUSINESS – K12 &
Kishwaukee College Board
Collaboration Meeting

The Board would like to proceed with scheduling a collaboration meeting. She will send out several tentative dates to the group. We will update the Board once we know what date will work for the majority of those invited.

OLD BUSINESS – Approval of
Date Change for January

With the College being closed over the holidays, and the short turnaround time for putting together the Board packet Dr. Borowicz requested to change the regular meeting scheduled for January 9, 2018. We are seeking to change the meeting date to January 16, 2018. The meeting is scheduled to begin at 5:30 pm.

On a motion by Dr., Hammon seconded by Mr. Doubler, and on a voice vote, the Board unanimously approved changing the meeting date for the January meeting to January 16, 2018. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

OLD BUSINESS – Approval of
Date Change for January

Bob Johnson and Dr. Borowicz are planning to attend the ACCT Conference in Washington D.C. and will be unavailable on the regular meeting scheduled for February 13, for this reason we are seeking to change the meeting date to February 20, 2017. The meeting is scheduled to begin at 5:30 pm.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a voice vote, the Board unanimously approved changing the meeting date for the February meeting to February 20, 2018. 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 – Policy Manual
Revisions

Dr. Hammon made a motion that we waive the first reading of the policy manual revisions brought before the Board. Dr. Burke 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 on the policy revisions presented. 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 – Policy Manual
Revision – 2.13.28 Travel Policy

The policy revision submitted for your consideration addresses the need to update our travel policy language to require approval for travel over 300 miles from the College and air travel from the College president. On a motion by Dr. Burke, seconded by Dr. Hammon, and on a roll call vote, the Board approved the revisions to Board Policy 2.13.28 Travel Policy. 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 – Policy Manual
Revision – 2.13.30 Tuition Waivers
for Employees taking Kishwaukee
College Coursework

The policy revision submitted for your consideration updates our tuition waiver policy to include tuition waivers for 1.6 Non-Credit Short-Term Training Programs for specific employee classifications.

The Board asked to table this agenda item until further information could be provided to the Board.

NEW BUSINESS – Policy Manual
Revision – 5.11 Purchasing Policy

The policy revision submitted for your consideration addresses the need to add clarifying language to our existing purchasing policy. On a motion by Mr. Doubler, seconded by Ms. Mason, and on a roll call vote, the Board approved the revisions to Board Policy 5.11 Purchasing Policy. 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
Recommendation for Painting

In November, the College solicited bids for painting services. Rather than bidding a specific project or projects, the RFP requested a square foot price (including paint). The College received three bids. The low bidder was Capital Painting from Naperville at .63 cents per

square foot. We are recommending approval of up to 450,000 square feet, for a maximum cost of \$283,500.

On a motion by Dr. Hammon seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved the painting bid recommendation per square foot with a total cost in the amount of \$283,500. 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
Bid Recommendation for Fireplace
Removal**

We recently held a public bid for fireplace removal in A1200, A1300 and B1400 areas. The College received two bids. The low bidder was Sterling Commercial Roofing at \$91,340. The quote includes a 5-year warranty. The vendor has indicated they would approve a 20-year warranty for an extra \$980.00

The Board was asked to approve the bid in the amount of \$92,320, which includes the 20 year warranty. On a motion by Ms. Watkins seconded by Dr. Burke, and on a roll call vote, the Board unanimously approved the recommendation for fireplace removal. 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 BSUIENSS – Approval of
Advisory Committees 2017-2018**

Each of our career programs has a panel of community and business leaders who serve on a committee that provides feedback and advice to the faculty and staff in the program. These professionals meet twice a year and review program curricula, staffing, capital needs, and facility and course delivery issues. In this way, our career programs maintain contact with the career fields for whom they are preparing future employees. The Board was provided a list of the community members who are serving on these advisory committees for the 2017-2018 academic year.

On a motion by Dr. Hammon seconded by Mr. Doubler, and on a roll call vote, the Board unanimously approved the advisory committees for 2017-2018. 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
Travel Expenses for any Member
of the Board of Trustees**

The Board was asked to approve travel expenses for trustee Robert Johnson. ICCTA Seminar November 10-11, 2017 (\$150.00/registration, \$92.02/mileage) ACCT Legislative Summit (\$673.00/ Registration/Meals, \$318.97/ airfare, \$876.00/ Hotel) totaling \$2,109.99.

On a motion by Dr. Burke seconded by Ms. Watkins, and on a roll call vote, the Board unanimously approved the travel expenses for trustee Bob Johnson in the amount of \$2,109.99. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver. Mr. Johnson abstained from the vote.

**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**

Ms. Watkins noted that Mike Liszka, a previous Director of Information Technology at the College had recently passed away. The Board asked to have advisory committee meetings added to the schedule of events.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of November 14, 2017*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Allison VonEnde (December 8, 2017))
 - Appointments
 - Samuel Zangara, WIOA Youth Career Planner, (\$35,525 annually)

On a motion by Dr. Burke, seconded by Mr. Doubler the Board asked to pull out November 2017 KEC Financial Report that was included as part of the Accounts Payable recap. That item was pulled from the consent agenda, as it does not require Board action. In the future that item will be under information and reports on the meeting agenda.

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. She informed the Board that Noel Levitz employee satisfaction survey was recently received and will be shared with the Board in January. The College also surveyed first year students on their reason for attending Kishwaukee College and we will use that information for retention purposes.

Dr. Borowicz met with Dr. Freeman, NIU; she noted she is very excited about opportunities to partner with NIU.

Dr. Borowicz attended a Sycamore finance committee meeting. She stated that she is amazed at what Kishwaukee College is able to accomplish with the budget that we have.

The Board was informed that Freezing for food gave 888 lbs. of food to the recent food drive. We had students participate in delivering the donations and it was a great opportunity to involve them in the giving process.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:28 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