

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting  
September 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, September 12, 2017, in the C-2175 Conference Room.

ROLL CALL MEMBERS PRESENT:  
Ken Doubler  
Robert Hammon  
Robert Johnson  
Linda Mason  
Kathy Spears  
Kathy Watkins – arrived at 5:45 pm (during closed session)  
Philip Oliver, Student Trustee

MEMBERS ABSENT:  
Bobbi Burke

STAFF PRESENT:  
Laurie Borowicz, President; June Callahan, Faculty; Bette Chilton, Dean of Health & Education; Matthew Crull, Director Research & Data Management; Matt Feuerborn, Dean 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 Lam, Director of Operations; Pat Mitchell, Faculty; 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; Nancy Partch, Dean, Student Services; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student 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 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 *specific* employees of the public body or legal counsel for the public body, and probable, imminent or pending litigation.

Those voting “aye” were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, and student advisory vote Philip Oliver. Dr. Borowicz, Cindy McCluskey and Joanne Kantner were invited to attend closed session. Kathy Watkins joined the closed session at 5:45 pm.

The closed session began at 5:33 pm. and ended at 5:47 pm.

RECOVENE OPEN SESSION The open session resumed at 5:49 pm.

PUBLIC HEARING Mr. Johnson stated that the College is required to hold a public hearing prior to the Board adopting the operating budget each year. Mr. Fuss noted that the FY' 18 budget had been on display and available for public inspection, and that no one had stopped by to request to review the budget while it was on display.

Mr. Johnson asked if there were any questions from the audience. Hearing none and on a motion by Mr. Doubler, seconded by Dr. Hammon, the Board voted unanimously to close the Public Hearing on the FY'18 Budget.

## PRESENTATION

Melissa Gallagher provided the Board with a presentation on lifelong learning and continuing education. Ms. Gallagher provided information on courses that have been requested by community members such as Open Studios for Ceramics, Digital Photography, Jewelry Making, New Acting, Music-Voice, Piano, Guitar, Essential Oils, Reiki, Yoga, Self-Defense, Tai Chi, Garden to Table Special Diet Cooking, Gardening and Floral Design, Bee Keeping, Bird Watching, Chinese Language and Culture, Drones, Aerial Photography, and IPAD/Smart Phone.

The Board noted there might be community interest in how to operate your car phone, gps, etc. to cover all the new gadgets that come on most new cars. Dr. Borowicz stated we would be looking into mailing out a flyer or brochure with our course offerings. We are also looking into offering classes' offsite. We will be looking into certification renewal for several different professions.

Ms. Gallagher stated we are offering short-term training in Dental Assistant, Drone Pilot (SP18), and Sterile Processing (FA18). Our Dental Assistant program was full for Fall 2017. Sterile processing is a program where individuals are being required to have certification and we are looking into options for offering this program.

The Board thanked Ms. Gallagher for her presentation. Ms. Gallagher left the meeting following her presentation at 6:18 pm.

Ms. Hamel provided an overview of the Ellucian App. In Spring 2016, we officially launched the Ellucian Go App. This past August it was unveiled and launched for staff. You can receive the campus directory, phone or email staff directly through the app and receive pop up notifications.

Ms. Hamel offered to help set up the app for all trustees following the Board meeting. The Board thanked Ms. Hamel for her presentation.

## COMMITTEE REPORTS

Audit Committee – (meets on September 26, 2017, at 9:00 am)

Executive Committee - Minutes of July 25, 2017

Finance Committee - Minutes of July 26, 2016

Foundation Liaison Report

- Dr. Nicklas indicated we are a little more than half way to our goal for the 50/50 scholarship.
- Bruce Seldal, Rochelle, IL, is a candidate for a position on the Foundation Board. The Board will vote next week on his membership on the committee.
- The Foundation is continuing to attempt to strengthen our relationship with alumni.

50<sup>th</sup> Anniversary Committee

- Mr. Doubler provided an update on several events being planned in honor of our 50<sup>th</sup> Anniversary.
- The committee has been looking at the history of the College. They are attempting to prepare an interview documentary that will include interviews of past students, staff, etc. The interviews should be local individuals.
- The committee is working on a monthly schedule for next year. There will be something that relates to the 50<sup>th</sup> Anniversary as well as tying into the College's history. Students and alumni will be highlighted.
- January 25, 2018, is the kickoff.
- They will tie in with events such as the golf outing that is scheduled for June and the Foundation Dinner that will occur in November.

Strategic Planning Committee

- Dr. Borowicz stated she is working with Mr. Fuss on a plan
- She will provide additional information in the near future.

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 \$597,580 due to receiving \$625,032 in state funds earlier than anticipated.

The Board asked where we stand on revenue from the state of Illinois. Ms. Hansen noted we have received \$625,000 for FY18 and for FY17 we have received 1.3 million this year and are holding a receivable of 1.9 million.

INFORMATION & REPORTS –  
Dashboard Report

The Board was provided with an updated Dashboard Report. Dr. Borowicz, along with Matt Crull, have been working to do a year-to-date comparison as well as an overall comparison. We were down 9.1% for tenth-day enrollment. Our high school enrollment numbers have gone up slightly. We are still higher than most of our peer institutions. Our largest decline is in our out-of-district students.

Dr. Borowicz provided the Board with an overall analysis of the information that we have discovered in looking at our data. The Board was provided with the following reports:

- Expenditure vs Tuition/Fees Collected vs FTE
  - The Board asked about adjusting tuition for inflation
  - We should have current dollars or adjusted dollars for both expenditures and tuition.
- Unique Credit Headcount by Year: NIU versus Kishwaukee College
  - Trends show enrollments are very similar
- Local vs. all High School Grads Enrollment at Kishwaukee College
  - Data shows our number of graduates from local high schools are staying relatively flat
  - College enrollments are 48% in-district high school graduates; We believe students are coming in relation to NIU
  - Students establish residency and become in-district students
  - We are still over 50% reliant on out-of-district students
  - While we do well with our local district high school students, we have to do even more with our local high schools to attempt to increase enrollments
- FY17 Students Receiving Aid by High School Type
- Fall to Fall Persistence: Local HS Grads vs. Out of District
  - We could do a better job of helping students graduate before they transfer
  - What can we do to retain students
  - We need to put our energy in how to keep our students

The Board thanked Dr. Borowicz and Mr. Crull for their work on providing this information. Internal work with our current students is vital. Discussion on how dual credit fits in occurred. We do not have a very high rate for matriculation with dual credit students. We are beginning to put more of an emphasis on the CT dual credit courses. We need to get more KEC students to matriculate into our college.

Do Kish transfer numbers mirror Parkland, Heartland, etc. that have universities so close? Some of our non-district graduates start at Northern and then come here and return to Northern. Mr. Crull will work on pulling together that information.

We will bring CPI and NIU transfer information to the Board.

Mr. Johnson indicated that at a recent ICCTA meeting Karen Hunter Anderson asked trustees to learn completion rates and local advancement rates. Our graduation rate is 28%. Our transfer out rate is 23% higher than our peer average.

INFORMATION & REPORTS –  
Grant Report Update

The Board was provided with an updated monthly Grant Report.

INFORMATION & REPORTS –  
IT Update

Mr. McGarry provided information on the rules in the system and automated processing for financial aid. The process will be more streamlined.

Mr. McGarry stated that Human Resources received web time entry consulting. This will allow people to do timesheets online. We will continue to look into benefits enrollment in the future.

Dr. Borowicz noted our IT department has done an awesome job of helping us with technology. Dr. Borowicz has heard throughout the campus how they are working support staff and students with technology.

INFORMATION & REPORTS –  
Facilities Update/Facilities  
Condition Report

Mr. Fuss reviewed the discussion with the Board finance committee from last week. He noted that we need to provide a facilities master plan to the ICCB every five years. The last time the plan was focused more on our external facilities, this time it will be focused on how we utilize various parts of our campus including room utilization.

Mr. Fuss provided a timeline for the utilization study, and condition report. He noted discussions will be held in October to identify space needs on campus. In the second week of November, we will review a plan to further develop. In December, work will continue on a consensus plan that we would plan to bring to the December Board meeting.

Following Board approval, we would turn this into a facilities master plan. Next month Mr. Fuss will bring together a PHS project recommendation that was proposed three years ago and has been deferred. We are discussing long-term items such as our wastewater treatment plant. The Boiler project will complete the PHS projects list for this year.

Mr. Fuss reviewed ongoing renovations to the fireplace area, president's office, courtyard south of the gym, and the boiler replacement.

INFORMATION & REPORTS –  
FY17-FY18 Comparison Budget  
Summary

Ms. Hansen provided the Board with an overview of the FY17-FY18 Comparison Summary.

INFORMATION & REPORTS –  
Historical Analysis of End-of-the-  
year

Ms. Hansen provided a review of the 11-year historical analysis of end-of-the-year financials..

Mr. Fuss reviewed a proposal from the finance committee meeting in September.

INFORMATION & REPORTS –  
Insurance Benefit Coverage Report

Ms. McCluskey provided an overview of the insurance benefits. We will be providing the Board with a recommendation for insurance at the October 10, 2017, Board meeting.

INFORMATION & REPORTS –  
Upcoming College Events

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

NEW BUSINESS – Student  
Success Scholarship

Mr. Fuss reviewed a proposal for Student Success Scholarship. Students will receive a scholarship for any courses that are completed with an A, B, or C. If students graduate or choose not to re-enroll, they will get the funds back with a refund check. We are not going to require students to apply, it will automatically be awarded. In addition, we will have spirit gear in the bookstore at a reduced cost for a specific period of time. We are also sending students a \$10.00 food voucher to use in the KishCafe. We have eliminated the wellness center fee for students and staff this year.

On a motion by Mr. Doubler, seconded by Ms. Mason, and unanimously agreed on, the Board approved the student success scholarship program. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

Dr. Borowicz stated that at the conclusion of this first year we would review the scholarship for its effectiveness.

NEW BUSINESS – Student  
Success Scholarship (cont'd)

Mr. Oliver stated he thinks it is great and feels it will be well received by the students. He asked if new ideas are welcome as we continue this process. The response was that we are definitely open to continued discussion and ideas.

Mr. Oliver asked about the wellness center portion of the scholarship and if the College could discuss keeping the wellness center open to 9:00 pm., it currently closes at 3 pm. If we could expand it to 6:00 pm that would help. Dr. Borowicz indicated we would keep the center open additional hours and reevaluate the usage.

## NEW BUSINESS – Bad Debt

Ms. Hansen helped define how the College determines bad debt. It is a combination of students with outstanding receivable balances, defaulting on their payment plan and or losing their financial aid. Financial aid is disbursed during the first month and if the student has one of the issues listed then the College has to collect the money from the student and we have to repay the department of education.

We are currently seeking to work with a collection agency to help in recovering bad debt. We received recommendations on several different agencies, and hope to select one and begin using their services in combination with the Illinois debt recovery program. We had approximately \$230,000 in bad debt in 2017.

NEW BUSINESS – Approval of  
FY'18 Budget

The administration's recommendation is for Board approval of the FY'18 budget as presented and discussed previously with the Board over the last several months.

NEW BUSINESS – Approval of  
Alcohol Request for Foundation  
Gala on November 4, 2017

Dr. Nicklas requested the Board approve the use of alcohol on campus for the Foundation Gala on November 4, 2017. MVP Sports, Inc. will provide the alcoholic beverages. A copy of their current dram shop insurance was provided. On a motion by Dr. Hammon, seconded by Mr. Doubler, and unanimously agreed on, the Board approved the FY'18 Budget as presented. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of  
2017 Year End Transfers

As a result of late state funding for FY17, the operating fund balance is at \$8,275,402. In order to have funds available for projects in the future and to maintain an operating fund balance consistent with past Board practice, the recommendation is to move \$3,126,593 from the operating fund to the operations and maintenance restricted fund to close fiscal FY17. This would leave the operating fund balance at \$5,148,809, which is 25% of the FY18 operating budget. Mr. Fuss recommended the Board approve this transfer.

NEW BUSINESS – Approval of  
2017 Year End Transfers

On a motion by Dr. Hammon, seconded by Mr. Doubler, and unanimously agreed on, the Board approved 2017 year-end transfers. Those voting "aye" were: 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

There were no travel expenses to approve for any member of the Board of Trustees.

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 and Dr. Borowicz attended the ICCTA meeting on September 8, 2017. There was discussion on how to reverse declining enrollment at the meeting. We will have a new ICCB Trustee representative. Jim Ayers. Parkland College had a full-time faculty member elected as a trustee, judge ruled you cannot do both, there was discussion on how to handle the situation based on the judge's ruling.

Mr. Johnson added that there was discussion on the Tier III pension that was part of the budget; it has been turned over to SURS. Once everything is in place, employers will be responsible for the employer portion of that pension. SURS will be at the November ICCTA meeting to explain more about how that might work.

Dr. Borowicz noted the presidents talked about the BSN. There was discussion on dual credit. Mr. Johnson and Dr. Borowicz attended a session that provided information on community college data.

## CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of August 8, 2017\*
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. Staff Resignations/Appointments
  - Resignations
    - Savannah Washington, Career Planner
  - Appointments
    - Full-Time Professional Staff – Non-Exempt
      - Tashena Briggs, Director TRiO Upward Bound - \$55,000 annually
      - Terri Powers, Payroll Coordinator - \$48,000
    - Full-Time Professional Staff – Non-Exempt
      - Suzanne Meerman, Adult Education & Transition Specialist - \$35,632 annually
      - Patti Wragg, Curriculum & Training Specialist - \$42,000 annually

On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board unanimously approved the Consent Agenda. Those voting "aye" were: 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 Mr. Johnson and Dr. Borowicz met with the Ag advisory committee. Mr. Johnson noted that it was nice to see so many business partners in the room. The criminal justice program has a new simulated room on campus. We will provide the Board with a tour once it is finalized.

- Dr. Borowicz noted that she received several positive responses to the recent DACA email.
- We will be having a nursing accreditation site visit September 25-28. We should know by sometime in April if we receive accreditation. Dr. Borowicz added that Bette Chilton, the nursing faculty, and others around campus have put in a lot of work and effort to make this happen and we are anxiously awaiting the visit.
- Ms. Rothmeyer provided a brief update on athletics. We have 86 athletes, 44% are in-district. Last year at this time, we were at 20% in-district. She noted we are building a community within the community. We are interviewing soccer coaches

PRESIDENT'S REPORT  
(cont'd)

and are researching cross county for next fall. Mr. Kawall and his team are doing a great job.

- Dr. Borowicz informed the Board that we would be doing some focus groups to find out what are the some barriers to enrolling at Kish.
- Dr. Borowicz stated that Dr. Kantner was recognized at the First National Bank Community Leaders event.
- We are doing a 90-day internship for Ms. Elyse Roberts to increase our social media presence.
- Dr. Borowicz gave a state of the College address at the Rochelle Rotary.
- We have begun a staff development series, the Aspiring Leadership Program, staff members that were selected will attend a series of sessions throughout the school year.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:12 pm. On a motion by Mr. Oliver, seconded by Ms. Watkins, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees