

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Executive Committee Meeting

October 24, 2017

CALL TO ORDER

The executive committee meeting of the Board of Illinois Community College District #523, held at Kishwaukee College, Malta, Illinois, was called to order at 8:03 am by Chair, Robert Johnson, on Tuesday, October 24, 2017, in C-2175 Founders Boardroom.

ROLL CALL

Members Present:

Robert Johnson
Robert Hammon
Dr. Laurie Borowicz

Members Absent:

Kathy Spears

Visitors Present:

Jaime Craven, Superintendent DeKalb High School

Others present were:

Kathy Watkins, Trustee
RJ McGarry, Executive Director of IT
Kayte Hamel, Executive Director of Marketing & Public Relations
Jill Hansen, Comptroller
Dr. Joanne Kantner, Vice President of Instruction
Michelle Rothmeyer, Vice President of Student Services
Kevin Fuss, VP Institutional Effectiveness
Cindy McCluskey, Executive Director Board Relations & Human Resources
Michelle Ohlinger, Executive Assistant to the President

INTRODUCTIONS

Mr. Johnson asked those present for introductions.

APPROVAL OF MINUTES

The minutes of the regular Board of Trustees Executive Committee meeting of September 26 2017, were presented for approval. On a motion by Dr. Borowicz, seconded by Dr. Hammon and unanimously carried, the Executive Committee approved the minutes of the Board of Trustees Executive Committee regular meeting on September 26, 2017.

OLD BUSINESS – Strategic Planning

Dr. Borowicz noted that we have received responses from seven companies that have shown an interest in working with the College on creating the strategic plan. We are assessing what they are sending us and hope to have a recommendation by the November Board meeting. .

OLD BUSINESS – Possible Property Tax Settlement

Mr. Fuss will work on language for the possible property tax settlement for the November Board meeting. The Board is recommending that we reach out to our attorney and let them know that they are open to the possibility of abating the taxes with the condition that that all other taxing bodies have to agree to that concept.

Mr. Fuss noted that they appear to want every Board to approve the same resolution with a different dollar amount. Mr. Fuss will continue to gather information and will bring it back to the Board at the November meeting.

OLD BUSINESS – Academic Achievement Scholarship

The Board Executive Committee reviewed an academic achievement scholarship proposal. We looked at high school rank and GPA. Not all of our area high schools compute high school rank. Mr. Fuss noted we have been looking at GPA to find the appropriate cut offs for the tiers of the scholarships. We will bring updated data and have a proposal at the November Board meeting.

Dr. Borowicz noted that we would be taking a calculated risk looking at two years, but are hoping that it would also be a positive retention strategy.

Dr. Borowicz believes that we need to strengthen our communication with our area high schools and students. We will be discussing this topic at the Administrator's Breakfast.

OLD BUSINESS – Kishwaukee Education Consortium's Fiscal Agent

Jamie Craven informed the Board Executive committee that he had heard the Board might be looking into whether or not to remain the fiscal agent for the Kishwaukee Education Consortium. He asked about the Board's outlook on being their fiscal agent.

Mr. Johnson stated that with the state of Illinois funding during the past two years we have looked at all financial implications to the College, including the KEC.

OLD BUSINESS –
Kishwaukee Education
Consortium's Fiscal Agent

Ms. Watkins provided a historical perspective on the KEC and how the College became their fiscal agent. There was a mesh and continuum of services and identities. Ms. Watkins stated this has been a 30-year partnership. Mr. Johnson noted that in the past this has been an ad hoc type of arrangement.

Sycamore School District pays the mortgage. Mr. Craven stated that after an audit a few years ago, it was noted that we had some high school teachers that were being included in SURS and we needed to pull them out of SURS and put them into the appropriate retirement system. Genoa-Kingston started processing the KEC payroll.

Ms. Watkins stated this is a partnership and serves all of our school districts. She would hate to see it changed. If there needs to be tweaks or adjustments that is fine but to ask one of the school districts to become the fiscal agent would be very difficult. She cannot imagine any one of them being able to do this. Their reserves are much lower than the College's. KEC is not an independent taxing body.

The Board Executive committee stated their level of concern because while the College has had to cut back and make a lot of tough financial decisions, they are not sure the KEC has had to do the same.

It was suggested that going forward they would like a memorandum of understanding defining responsibilities, expectations, etc. Some type of a formal written instrument needs to be in place.

Ms. Watkins stated that the districts pay tuition and the mortgage; she does not think they could or would be able to set the type of reserve necessary to operate. KEC provides a direct feeder to Kish College. The tap grant is shared with the College. She would be curious to see a three or five-year overview of KEC's audit and see how many months they were in the red.

Mr. Johnson asked if we could find out the standard practice requirements from our auditors.

Mr. Craven stated he could follow up with Mike Foley. After further discussion it was decided that both parties would follow up with Sikich.

Dr. Hammon would like to know if there is a boilerplate we could use to outline responsibilities as a fiscal agent. Something that lists responsibilities, the expectations, what happens after 90 days, how involved we would be in helping KEC make their payroll if after 90 days the state shuts down, etc..

Sikich appears to be the common denominator as they are the auditors for the College and the KEC. Ms. Hansen will check with them on what type of MOU needs to be generated for a facility that is going to be a fiscal agent.

Dr. Borowicz provided a list of past conversations regarding the KEC since January 2016.

We have come to the summary that in kind KEC services to is approx. \$88,000. She does not want to give up the partnership but feels we need to be mindful of what the partnership looks like. Mr. Johnson stated that cost recovery should be part of the conversation going forward.

Ms. Watkins believes that if KEC went away it would cost much more than \$88,000. She reminded those present that the College gets credit for dual credit students so we would need to figure that in.

Mr. Johnson stated it is time for a revisit of what has grown up ad hoc.

Mr. Craven left the meeting at 9:10 a.m.

- NEW BUSINESS – November 14, 2017, Board Meeting Draft Agenda The Executive Committee reviewed the November 14, 2017, Board Meeting Draft Agenda.
- NEW BUSINESS – Whistleblower Contract Mr. Fuss discussed our current whistleblower program. The company we are currently using is seeking a 5% increase. The cost would be \$3,584.00 for next year. The renewal was October 20, 2017; we will need to provide notice by August 20, 2018, if we are not going to renew our contract with our current provider.
- Mr. Johnson stated we need to have something in place, but we will review our needs and our provider before renewing a contract.
- NEW BUSINESS – NIU Collaboration Dr. Borowicz spoke with Dr. Lisa Freeman, NIU, regarding a unique partnership with Northern Illinois University. Dr. Borowicz met with Dr. Freeman and discussed the EMSA program. They would like to create a partnership where high achieving high school students get to take dual credit coursework. They would be Kish students while they are still in high school but we would build a pipeline for these students to transfer to NIU. At some time, this could be a NSF grant opportunity. The first step will be to approach a private donor for funding. Dr. Borowicz is excited about the prospect of this program.
- NEW BUSINESS – Board Member Discussion Mr. Johnson provided an article on college success. RJ has reached out to the IT person at Georgia State. We are gearing up and doing some innovative things in advising. We will share that at the November Board meeting.
- Mr. Johnson noted it is interesting that no Kish Board members, or K-12 Board members from KEC schools, are involved in the oversight of KEC.
- Jill is checking with the auditors and then we will proceed to write an MOU. As part of the mix talk about having a Board member as well as a superintendent on the Board.
- PRESIDENTS REPORT Dr. Borowicz provided the president’s report.
- ADJOURN TO CLOSED SESSION On a motion by Dr. Borowicz, seconded by Dr. Hammon 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.
- Ms. Watkins, Dr. Kantner, Mr. McGarry, Ms. Hamel, Ms. Rothmeyer, Mr. Fuss, Ms. Ohlinger and Ms. McCluskey were invited to stay for closed session. The closed session began at 9:31 a.m. and ended at 9:45 a.m. Ms. Watkins left the closed session at 9:40 a.m. The meeting resumed open session at 9:45 am.
- RESUME OPEN SESSION
- ADJOURNMENT With no further business coming before the Executive Committee, Mr. Johnson asked to adjourn the meeting at 9:45 a.m. On a motion by Ms. Spears, seconded by Dr. Hammon, the meeting was adjourned.
- The next meeting of the Executive Committee is scheduled for November 28, 2017.

Chair, Board of Trustees

Secretary, Board of Trustees