

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

January 10, 2017

ALL 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 4:00 p.m. by Board Chair, Robert Johnson, on Tuesday, January 10, 2017, in the C-2175 Conference Room.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke  
Ken Doubler  
Robert Hammon  
Robert Johnson  
Linda Mason  
Kathy Watkins  
Gabrielle Cultra, Student Trustee

MEMBERS ABSENT:

Kathy Spears

KISHWAUKEE COLLEGE

FOUNDATION BOARD PRESENT:

Evelina Cichy  
Geri-Dee Hayden  
Larry Kendzora  
Dr. Norm Jenkins  
Terry Martin  
Mike Mooney  
Bruce Griffith  
Suzanne Juday  
Ging Smith

VISITORS PRESENT:

Ken Florey, Robbins Schwartz

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health & Education; Matt Feuerborn, Dean CT; Kevin Fuss, Vice President Institutional Effectiveness; Anne-Marie Green, Interim Dean of Library and Academic Support; Kayte Hamel, Executive Director of MPR; Joanne Kantner, Interim Executive Dean of Learning Services; Cindy McCluskey, Executive Assistant to the President; Bill Nicklas, Executive Director Foundation Development; Michelle Rothmeyer, Interim Vice President of Student Services.

INTRODUCTIONS

Mr. Johnson asked for introductions from those present.

DISCUSSION ON  
COLLABORATION AND  
WORKING RELATIONSHIP OF  
KISHWAUKEE COLLEGE BOARD  
OF TRUSTEES & FOUNDATION  
BOARD OF DIRECTORS

Discussion on Collaboration and Working Relationship of Kishwaukee College Board of Trustees and Foundation Board of Directors

- A. Importance of the Collaboration of the Two Board in Supporting the Mission of the College – Bob Johnson, Board Chair
- B. Summary of Foundation Board Work since August 2016 - Bill Nicklas, Executive Director of the Foundation
- C. Governance Structure between Boards – Kenneth Florey, Robbins Schwartz

Dr. Nicklas introduced Ken Florey, Robbins Schwartz, and noted he would be providing information on the governance structure between Boards.

The Board of Trustees members attend the Foundation Board meetings as ex-officio members and would be able to vote. The College President is listed as an ex-officio member but not any of our current Trustees. The Foundation Board determines who the ex-officio members are. If Trustees are ex-officio members we would address that in the MOU.

The IRS encourages Trustees to be ex-officio members. It would be in the foundation's best interest to have it so the Foundation Directors and Board of Trustees proceed in a joint manner and to make sure we are coordinated with each other.

Ex-officio members also affect the quorum number. Delegation to the executive committee to make certain decisions. The full Boards meeting quarterly and the executive committee meets once a month if not more so you don't have quorum problems.

DISCUSSION (cont'd)	<p>Mr. Florey answered questions from the Foundation Directors and the Board of Trustees.</p> <p>Mr. Johnson thanked the Foundation Directors for meeting and Mr. Florey for presenting.</p>
BREAK FOR DINNER	<p>The Board took a dinner break at 5:00 pm.</p>
RESUME MEETING	<p>The regular meeting resumed at 5:32 pm in the Founders Boardroom C-2175.</p>
ROLL CALL	<p><u>MEMBERS PRESENT:</u></p> <p>Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Watkins Gabrielle Cultra, Student Trustee</p> <p><u>MEMBERS ABSENT:</u></p> <p>Kathy Spears</p> <p><u>OTHERS PRESENT</u></p> <p>Donald Young Jr.</p> <p><u>STAFF PRESENT:</u></p> <p>Laurie Borowicz, President; John Boesche, Faculty; Chase Budziak, Interim Dean, MSB; Bette Chilton, Dean of Health &amp; Education; Matt Crull, Director of Research; Samantha Dailey, Executive Director of Human Resources; Matt Feuerborn, Dean CT; Kevin Fuss, Vice President Institutional Effectiveness; Anne-Marie Green, Interim Dean of Library and Academic Support; Kayte Hamel, Executive Director of MPR; Kathy Jones, Purchasing Coordinator; Joanne Kantner, Interim Executive Dean of Learning Services; Mary Ann Kolls, Interim Dean WCE; LaCretia Konan, Director of Business &amp; Training Partnerships; Keith Lamb, Director of Operations; Mark Lanting, Vice President of Instruction; 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, Interim Vice President of Student Services.</p>
APPOINTMENT OF SECRETARY PRO TEM	<p>Mr. Johnson appointed Ms. Mason to serve as Secretary Pro Tem for this meeting in the absence of Ms. Spears. On a motion by Mr. Doubler, seconded by Ms. Cultra, and on a roll call vote, the Board voted to approve Ms. Mason serving as Secretary Pro Tem. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.</p>
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, AND COLLECTIVE BARGAINING NEGOTIATIONS RECOVENE OPEN SESSION	<p>On a motion by Mr. Doubler, seconded by Ms. Cultra, 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, probable, imminent or pending litigation and collective bargaining negotiations. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.</p> <p>The closed session began at 5:35 pm. and ended at 6:10 pm. Dr. Borowicz, Ms. Dailey, Dr. Kantner, and Ms. McCluskey were invited to attend closed session.</p> <p>The open session resumed at 6:12 pm.</p>
COMMUNICATIONS	<p>None</p>

COMMITTEE REPORTS

Audit Committee  
Executive Committee  
Finance Committee  
Foundation Liaison Report --

Mr. Nicklas provided the Foundation Report.

Mr. Johnson stated the joint meeting they just attended was very productive.

INFORMATION & REPORTS --  
Comparison of Revenue &  
Expenditures FY'15 and FY'16

Mr. Fuss reviewed the comparison of revenue and expenditures for FY'16 and FY'17.

OLD BUSINESS -- None

None

NEW BUSINESS --  
Recommendation on Facilities  
Condition Report

Mr. Fuss stated the College did an RFQ for a firm to provide facilities condition surveys and assessment services in November and three firms responded to the RFQ. The three firms were invited to campus to participate in an interview and after the interview process the selection committee reviewed information, spoke to references, and is recommending to the board that Intelligent Systems and Engineering Services Corporation/Demonica Kemper as the vendor of choice. Should the board approve the recommendation, over the next month, Mr. Fuss will finalize a contract and financial terms. Once the tentative agreement is reached, we will bring the contract to the Board for approval.

On a motion by Dr. Burke, seconded by Mr. Doubler, the Board approved proceeding with the administration's recommendation on Facilities Condition. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

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 and student advisory vote Gabrielle Cultra.

NEW BUSINESS -- Policy Manual  
Revision -- 1.01.02 Administrators  
Contracts

The policy revision submitted for consideration addresses the need to update our policy regarding notification of contract renewal. This change will allow us more time in our budgeting process before having to finalize contract renewals. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 1.01.02 Administrators contracts pending clarification on state law. The Board asked that we check with our legal counsel before implementing the policy change to ensure that we comply with all state laws. The Board wants clarification on if we need to provide this notification by March 1. If the new revisions comply with state law then the Board approves changing the date for notifying professional staff of non-renewal of their contract to April 30th. If the recommended change to the policy is not in compliance with state law, we will bring it back to the Board next month with revisions in order to comply. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS -- Policy Manual  
Revision -- 2.02.02 Professional  
Staff Contracts

The policy revision submitted for consideration addresses the need to update our policy regarding notification of contract renewal. This change will allow us more time in our budgeting process before having to finalize contract renewals. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 2.02.02 Professional Staff contracts pending clarification on state law. The Board asked that we check with our legal counsel before implementing the policy change to ensure that we comply with all state laws. The Board wants clarification on if we need to provide this notification by March 1. If the new revisions comply with state law then the Board approves changing the date for notifying professional staff of non-renewal of their

NEW BUSINESS – Policy Manual  
Revision – 2.02.02 Professional  
Staff Contracts (cont'd)

contract to April 30th. If the recommended change to the policy is not in compliance with state law, we will bring it back to the Board next month with revisions in order to comply. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

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. On a motion by Dr. Hammon, seconded by Dr. Burke, 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 and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy Manual  
Revision – 5.11 Purchasing Policy

The policy revision submitted for your consideration addresses the need to update our Purchasing policy. On a motion by Dr. Hammon, seconded by Dr. Burke, 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 and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Policy Manual  
Revision – 5.11.02 Competitive Bid

The policy revision submitted for your consideration addresses the need to remove policy 5.11.02 Competitive Bid. This information was incorporated into the revised Purchasing Policy 5.11. On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to Board Policy 5.11.02 Competitive Bid Policy. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS – Approval of  
Resolution Approving Travel, Meal  
and Lodging – Travel Policy

The Board is being asked to approve the resolution approving the Travel meal and Lodging and the travel reimbursement form. On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved the Resolution Approving Travel, Meal and Lodging and the travel reimbursement form. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra.

NEW BUSINESS–ICCTA Awards

Ms. Hamel provided a list of ICCTA Awards and a history of nominees. We are looking to nominate an alumnus for the distinguished alumnus award. Our outstanding faculty nominee is the recipient of the Board of Trustees Award of Excellence. Ms. Watkins noted that Mr. Miksa was not listed as a nominee. Ms. Hamel will work on identifying those individuals who may be missing from the report. Ms. Watkins noted she would like to see more people nominated by the College.

Ms. Mason and Mr. Doubler agreed to serve again on this year's John Robert's Award committee. A recommendation will be brought to the February Board meeting for this year's recipient.

NEW BUSINESS – Board Retreat

Mr. Johnson stated we did not do a Board retreat last year and he asked about interest in having one this year. The Board stated they would like to have a retreat this year and but would prefer to wait until after the election. In the past, we have included senior staff for part of the retreat and the Board by itself for the self-evaluation portion of the retreat. We will work on scheduling this for either May or June of this year.

NEW BUSINESS –  
Board Member Discussion

Mr. Doubler stated his Kiwanis club is doing something different this year. It is called the Kishwaukee Kiwanis Talent Show. It is going to be on April 1, 2017, at the Egyptian Theatre. Auditions are next Saturday and he encouraged individuals to participate and to spread the word. He will have tickets available. He would like to have the College be supportive of the event.

Ms. Burke was encouraged by the questions that the Foundation Board asked and noted that it was a beneficial joint meeting.

## ONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of December 13, 2016\*
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. Staff Resignations/Appointments
  - Resignations
    - None
  - Appointments
    - Probationary Full-Time Faculty
      - Sean Kesselring, Counselor, \$45,000 annually
    - Part-Time Professional Staff (Non-Exempt)
      - Lindsay Barron, Web Developer \$27,505.92 annually
    - Full-Time Professional Staff (Exempt)
      - Scott Kawall, Director of Student Involvement \$72,000 annually
    - Full-Time Grant-Funded Professional Staff (Non-Exempt)
      - Savannah Washington, Career Planner, WIOA Youth Program \$35,000 annually

On a motion by Dr. Burke, seconded by Mr. Doubler, 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 Watkins and student advisory vote Gabrielle Cultra.

## STUDENT REP REPORT

Ms. Cultra provided the Student Representative's Report to the Board.

## RESIDENT'S REPORT

Dr. Borowicz presented the President's Report. Dr. Borowicz provided the Board with highlights from her first year as president and an update on her goals.

Dr. Borowicz and Mr. Fuss provided an overview on FY18 Budget planning.

The Board took a brief break at 6:50 pm.

ADJOURN TO CLOSED  
SESSION

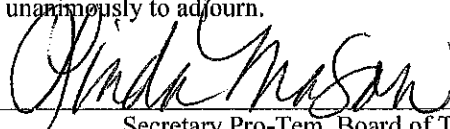
On a motion by Ms. Watkins, seconded by Ms. Cultra and on a roll call vote, the Board voted unanimously to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of *specific* employees of the public body or legal counsel for the public body, probable, imminent or pending litigation and collective bargaining negotiations. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins and student advisory vote Gabrielle Cultra. The closed session began at 7:00 pm. and ended at 7:16 pm.

## RESUME OPEN SESSION

The open session resumed at 7:16 pm.

## ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:16 pm. On a motion by Dr. Hammon, seconded by Ms. Cultra, the Board voted unanimously to adjourn.



Secretary Pro-Tem, Board of Trustees



Chair, Board of Trustees