

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
October 9, 2018

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 6:09 p.m. by Board Chair Robert Johnson, on Tuesday, October 9, 2018, in the C-2175 Founders Board Room.

ROLL CALL MEMBERS PRESENT:
Bobbi Burke
Ken Doubler
Robert Hammon
Robert Johnson
Linda Mason
Kathy Watkins
Jonathan Prose, Student Trustee

VISITORS:
Mary Schweer, VistaNational left at:
8:11pm
Rob Schaefer, VistaNational left at:
8:11pm

MEMBERS ABSENT:
Kathy Spears arrived at: 6:23 pm

STAFF PRESENT:
Laurie Borowicz, President; Chase Budziak, Dean MSB; Bette Chilton, Executive Dean of CT; Jud Curry, Associate Dean of ACSS; Matthew Crull, Director Research & Data Management; Dave Dammon, Associate Dean of CT; Anne-Marie Green, Director Academic Support; Kayte Hamel, Executive Director of MPR; Jill Hansen, CFO; Keith Lamb, Director of Operations; Mindy Lange, Barbara Leach, Associate Dean Accreditation, Assessments and Grants; Darianna Lee, Coordinator, WIOA Youth Program; HR Data Analyst; Joanne Kantner, Vice President of Instruction; Mary Ann Kolls, Director of Workforce and Community Education; LaCretia Konan, Director of Business & Training Partnerships; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Tania Nezrick, Biology Instructor; Bill Nicklas, Special Assistant to the President; Michelle Ohlinger, Executive Assistant to the President; Nick Piazza, Director of Development and Compliance; Michelle Rothmeyer, Vice President of Student Services; Kyra Rider, Associate Dean of MSB; Kathy Schnier, Nursing Instructor; Cyndi Stonesifer, Director of Financial Aid

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 On a motion by Dr. Hammon, seconded by Dr. Burke 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, collective bargaining negotiations and review of closed session minutes.

Those voting “aye” were: Bobbi Burke, Linda Mason, Ken Doubler, Bob Hammon, Kathy Watkins and student advisory vote Jonathan Prose.

Ms. Ohlinger, Ms. McCluskey, Dr. Kantner, and Dr. Nicklas, were invited to attend closed session.

The closed session began at 5:33 p.m. and ended at 6:09 p.m.

RECONVENE OPEN SESSION The open session resumed at 6:09 pm.

PUBLIC COMMENT None

COMMUNICATIONS None

PRESENTATIONS- Sabbatical Presentation- Tim Anderson Mr. Anderson presented on his recent Sabbatical. The project was to look at the feasibility, particular resources available, technology and overall design to deliver the Spanish 130 online format. Mr. Anderson thanked the College for making sabbaticals available to staff. Mr. Anderson stated that it was an enriching experience.

Mr. Anderson left the meeting at: 6:23

PRESENTATIONS-2018 Key Performance Indicators- Matt Crull

Mr. Crull presented on the College's 2018 Key Performance Indicators.

Mr. Crull noted that this is the first time in 8 years that the College is hitting the National Remediation benchmark.

In FY'18, there was increase in the non-credit course offerings and enrollments.

Although our persistence at the College is lower than the national average, our transfer rates are significantly higher.

Mr. Crull stated that 31 of 76 eligible students took advantage of the Academic Achievement Scholarship opportunity. The College has been working on strategies to help bring more awareness to the students and parents regarding the scholarship opportunities available.

The Foundation Board at the College has been developing new strategies for FY'19, including the "Kish First" Scholarship. It is important to get the scholarship information out to the parents of local high school students. Dr. Borowicz recommends continuing the pilot of the academic achievement scholarship to the students.

Dr. Borowicz mentioned that once a student is accepted into Kish, they are now receiving information about the scholarships that are available to them

Mr. Johnson recommended that the College extend the offer of \$500 to the students in their 2nd year of studies even if they did not receive the scholarship their first year to see if we can retain those students to finish their associate degrees at Kish. The students receive the money in tuition credit.

Dr. Borowicz gave Mr. Crull kudos for the work he does at the College.

COMMITTEE REPORTS

Audit Committee- Minutes of March 22, 2018

Executive Committee- Minutes of August 28, 2018

Finance Committee

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.
- The Foundation Gala is approaching. The event is scheduled for November 3. Currently, 190 have committed to the event.

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
- The 50th Anniversary calendar of events will conclude on Tuesday, December 11th with the closing reception at 4 pm in the Art Gallery.

FOIA Report

- The FOIA report was provided to the Board.

INFORMATION & REPORTS – Comparison of Revenue & Expenditures FY'18 and FY'19

Ms. Hansen provided an update on the comparison of Revenue & Expenditures. Year-to-date revenue is ahead of year-to-date FY19 budgeted revenue by \$730,274 due to receiving \$714,807 in state funds. Year-to-date expenses are under FY19 budget. Student Services and Other Expenditures are over Year-to-date budget due to the awarding of Fall Academic Achievement Scholarships, Staff Waivers and Dependent Waivers.

INFORMATION & REPORTS – Dashboard Report

The Board was provided with an updated Dashboard Report.

Dr. Borowicz mentioned that we budgeted down 7% down for enrollment and are currently 5.7% down for the year.

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| INFORMATION & REPORTS- Grant Report | <p>The Board was provided with an updated Grant Report.</p> <p>Dr. Borowicz shared that Ms. Leach put together the grant report for the board meeting. This report highlights our competitive proposals. The Board suggested we include a start and end date for each grant awarded in the report.</p> |
| INFORMATION & REPORTS – Upcoming College Events | <p>Ms. Hamel provided a monthly report with upcoming College events.</p> |
| INFORMATION & REPORTS – Monthly KEC Financial | <p>The Board was provided with the monthly KEC financial report.</p> |
| INFORMATION & REPORTS- Facilities Report | <p>Dr. Nicklas updated the Board on the status of ongoing projects occurring on campus.</p> <p>The west boiler project, funded by PHS funds, is near completion. Per the direction of the Board at the September 11th meeting, a sewer system upgrade will be the next PHS priority. Three options will be recommended to the Board for the sewer project later on in the meeting.</p> <p>Dr. Nicklas complimented the operations staff, and Mr. McGarry and his team on the renovation of Jenkins Auditorium and A 1225.</p> <p>Painting throughout the common area of the Student Center is planned to be completed by the November 3rd Foundation Gala event.</p> <p>Dr. Nicklas discussed that we received a \$220,000 grant from the ICCB Emergency Grant Program with a 25% required College match. The money will be dedicated to greenhouse repairs identified in the July 2017 Facility Condition Assessment report from ISES.</p> <p>The library will be painted following the end of the Fall semester. Bids for a more thorough library renovation will go out in March 2019 and be brought forward to the Board on April 9th. Dr. Nicklas stated that the library renovation is long overdue. Dr. Borowicz stated that over 700 students on average on Tuesday and Thursday use the College's library. Dr. Borowicz shared that the students at the recent listening session stated they are very appreciative of the new learning spaces.</p> <p>The College is searching for companies to help with leak detection for the College's water main. More details will be brought forward in the near future</p> <p>The locker rooms in the lower part of the gymnasium are in need of renovations. Dr. Borowicz mentioned that the College has 9 sporting teams currently and it is important to have nice facilities for our athletes if we want to continue recruiting local. This was brought up at a recent student listening session.</p> |
| INFORMATION & REPORTS- 4-Year Historical Budget | <p>Ms. Hansen discussed the report showing a consolidated review of the Colleges operating funds financial results over the last 4 years.</p> |
| INFORMATION & REPORTS- Program Cost Review | <p>Dr. Kantner gave an overview of the program cost review. This summary is used when determining the cost effectiveness of programs and in researching ways to reduce costs in these areas. Dr. Kantner shared that average class size and number of students enrolled in those programs is also included.</p> |
| INFORMATION & REPORTS- IT Penetration Testing/Audit Report | <p>Mr. McGarry provided a summary of a penetration test and security audit of the Information Technology systems. The project consisted of four main audits. The IT Department will work to remediate the findings from these assessments.</p> |
| OLD BUSINESS – | <p>None</p> |

NEW BUSINESS – Approval of Employment Contracts for Grant-Funded Professional Staff

The Board received an employment contract for Grant-Funded Professional Staff.

On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board approved the Employment Contract for Grant-Funded Professional Staff. Those voting “aye” were: Ken Doubler, Bobbi Burke, Linda Mason, Kathy Spears, Robert Johnson and student advisory vote Johnathan Prose.

NEW BUSINESS- Notice of Public Hearing for 2018 Tax Levy

Mr. Johnson stated to the Board that the College has published a notice for a required public hearing on the 2018 Tax Levy supporting the FY’19 Budget. This year’s public hearing will occur at the November 13, 2018 Board meeting.

On a motion by Dr. Hammon, seconded by Dr. Burke and on a roll call vote, the Board approved the Notice of Public Hearing for 2018 Tax Levy. Those voting “aye” were: Ken Doubler, Linda Mason, Kathy Spears, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of FY’18 Comprehensive Annual Financial Report (CAFR)

The College prepared a Comprehensive Annual Financial Report (CAFR). The College received the Certificate of Achievement in Financial Reporting award from the Government Finance Officers Association.

The Audit Committee reviewed the CAFR Report for FY’18 and appropriate feedback was given to Sikich. A copy of the final CAFR for FY’18 was provided to the Board. The CAFR will be accessible on the Kishwaukee College website.

Mr. Johnson commented that there were no adjusting entries this year for the College. Mr. Johnson gave kudos to Ms. Hansen and everyone participated in putting together the College’s CAFR.

Mr. Johnson stated that when you read the CAFR there was a new announcement by GASB that now pushes 12 million dollars onto the College’s books from the State’s liability to the College. It will now look like we have 12 million dollars in liability, as it was prorated from the State and pushed on to other College’s books.

On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board approved the FY’18 Comprehensive Annual Financial Report. Those voting “aye” were: Robert Hammon, Ken Doubler, Kathy Spears, Bobbi Burke, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of PHS Projects

At the September 11th Board of Trustees meeting, the Board directed that the “sewer system upgrade” project be the priority for the next PHS project. The amount needed for this project is an estimated \$2,000,000.00. Dr. Nicklas recommended that for the 2018 tax levy year a \$1,084,000 levy be passed to support the sewer system.

Mr. Johnson mentioned that the PHS is something the College has to levy for, and the College does not require ICCB approval.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the PHS Projects. Those voting “aye” were: Ken Doubler, Linda Mason, Kathy Spears, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of Bid Recommendation for Landscaping Professional Services RFP

Dr. Nicklas presented a recommendation for Landscaping and Professional Services to the Board. The low bidder was Blumen Gardens at \$12,500.

On a motion by Ms. Mason, seconded by Dr. Burke, and on a roll call vote, the Board approved the Bid Recommendation for Landscaping Professional Services RFP. Those voting “aye” were: Ken Doubler, Robert Hammon, Kathy Spears, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of Bid Recommendation for Emergency Planning and Training Services RFP

Dr. Nicklas presented a recommendation for Emergency Planning and Training Services to the Board. It was recommended that the Board award the consulting contract to Guidepost Solutions, LLC for \$36,500.

On a motion by Ms. Spears, seconded by Ms. Mason, and on a roll call vote, the Board approved the Bid Recommendation for Emergency Planning and Training Services RFP. Those voting "aye" were: Ken Doubler, Robert Hammon, Bobbi Burke, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of Employee Health and Dental Plan

Ms. McCluskey provided a review of the renewal process. The Health Insurance Advisory Committee met and reviewed renewal options and provided a recommendation to Administration who then finalized a plan to present to the Board of Trustees for the 2019 Health Insurance Renewal.

Employees have not had a premium increase for the last 3 years. Due to a higher than anticipated number of large dollar claims, the renewal quote the College received increased by 17.3% from BCBSIL. After discussing possible plan and rate changes, it was recommended to the Board that non-Bargaining unit employee premiums mirror the KCEA rates, which were capped at a 15% increase with the College picking up the remaining increase; KCSS rates include covering only half of the increase as per their collective bargaining agreement. Due to the significant impact of this change the Board was asked to cover one-half of that portion of the additional increase for the first 6 months (December 2018 thru May 2019) for non-bargaining unit staff.

Ms. Schweer, from Vista National explained to the Board that the increase was the direct result of an increase in the stop loss coverage premium due to an increase in the number of large claimants.

Mr. Johnson stated that the College does not have much time adjusting the rates with the anticipated changes and the College cannot defer this due to timing of open enrollment and based on the January 1 insurance premiums being deducted from the December payroll. Dr. Borowicz stated that health insurance is over 10% of our operating budget and is a huge cost to our institution but important to do for our employees.

On a motion by Ms. Spears, seconded by Dr. Hammon, and on a roll call vote, the Board approved the Employee Health and Dental Plan. Those voting "aye" were: Ken Doubler, Bobbi Burke, Linda Mason, Kathy Watkins, Robert Johnson and student advisory vote Jonathan Prose

NEW BUSINESS- Approval of AAS Hospitality and Culinary Certificates

Dr. Kantner stated that there was a desire throughout our local community for Kishwaukee College to provide training for entry-level employment and to prepare for opportunities within the food service and hospitality management industries.

The Board was asked to approve a program for an Associate of Applied Science in Hospitality and a Certificate in Culinary Arts to the academic offerings beginning 2019-2020 academic year.

With the development of the new program, Kish has a partner with KEC and will be using their facilities and instructor in the evening. For students that want to receive an AAS in Culinary we have aligned the certificate so that Elgin Community College will accept our credits and could attend their institution to receive the AAS in Culinary at in-district tuition.

Dr. Kantner gave kudos to Mr. Feuerborn and Bette Chilton whom have been working on the development of the program and certificate.

Ms. Watkins mentioned that the instructor that will be teaching at KEC will make a great difference to the students.

On a motion by Dr. Burke, seconded by Ms. Watkins, and on a roll call vote, the Board approved the AAS in Hospitality and a Certificate in Culinary Arts. Those voting "aye" were: Robert Hammon, Linda Mason, Kathy Spears, Ken Doubler, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of 2nd Year Academic Achievement Pilot Scholarship

It was recommended to the Board that the College continues the Academic Achievement Pilot Scholarship and continue \$500 a semester for four semesters.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the 2nd Year Academic Achievement Pilot Scholarship. Those voting "aye" were: Ken Doubler, Robert Hammon, Linda Mason, Kathy Spears, Robert Johnson and student advisory vote Jonathan Prose.

NEW BUSINESS- Approval of New Policy –2.13.21.01 Post-Retirement Service Bonus

Dr. Borowicz stated that this provides a post-retirement, post-SURS bonus for non-bargaining employees that will retire between 2018- 2022. Employees will be required to give a notification of their intent to retire from the College by January 1, 2019. This is to support the fact that the non-bargaining health insurance premiums will be mirroring KCEA's.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the New Policy- 2.13.21.01 Post- Retirement Service Bonus and waived the 2nd reading. Those voting "aye" were: Ken Doubler, Linda Mason, Kathy Spears, Kathy Watkins, Robert Johnson, and student advisory vote Jonathan Prose.

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.

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 expenses because of an emergency or other extraordinary circumstances.

BOARD MEMBER DISCUSSION

Mr. Johnson stated that members of the Board will be presenting at the ACCT Leadership Congress in New York this month. Mr. Johnson suggested doing the presentation at a future ICCTA meeting.

Ms. Watkins gave an overview to the Board of the ICCTA meeting that her and Ms. Spears attended last month.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of September 11, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*

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, Kathy Spears, Bobbi Burke and student advisory vote Jonathan Prose.

STUDENT REPRESENTATIVE'S REPORT Mr. Prose provided the Board with the Student Trustee Report. .

PRESIDENT'S REPORT Dr. Borowicz provided the President's Report.
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Students at Kish have saved \$52,246.00 in textbook fees this Fall.

Dr. Borowicz mentioned that NIU is reserving a portion of their Aim High Scholarship for Kishwaukee College transfer students.

Some of the staff at Kish took advantage of the retirement incentives. Ms. Chilton and Ms. Lord have submitted their letters of resignation.

ADJOURNMENT With no further business coming before the Board, Robert Johnson asked to adjourn the meeting at 8:14 pm. On a motion by Dr. Hammon seconded by Dr. Burke, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees