

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

March 13, 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 5:30 p.m. by Board Chair, Robert Johnson, on Tuesday, March 13, 2018, in the C-2175 Founders Board Room.

ROLL CALL

MEMBERS PRESENT:

Bobbi Burke  
Ken Doubler  
Robert Hammon  
Robert Johnson  
Linda Mason  
Kathy Spears  
Kathy Watkins – joined the meeting for the closed session only at 7:45pm

VISITORS:

MEMBERS ABSENT:

Philip Oliver, Student Trustee

STAFF PRESENT:

Laurie Borowicz, President; Chase Budziak, Dean MSB; Bette Chilton, Dean of Health & Education; Matthew Crull, Director Research & Data Management; Matt Feuerborn, Dean of CT; Kevin Fuss, Anne Marie Green, Director Academic Support; Vice President Administration; Kayte Hamel, Executive Director of MPR; Jill Hansen, Kathy Jones, Purchasing Coordinator, Sandra Johnston, Faculty; Comptroller; Joanne Kantner, Vice President of Instruction; Mary Ann Kolls, Director WCE; LaCretia Konan, Director of Business & Training Partnerships; 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; Nancy Partch, Dean of Student Services; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services, Kyra Rider, Faculty; Cynthia Stonesifer, Director Financial Aid, Andrea Wise, Staff Accountant

PUBLIC COMMENT

None

COMMUNICATIONS

None

PRESENTATION

ICCTA Paul Simon Essay Contest Winner

Mr. Nicolas Uecker's essay was selected as the 2018 winning entry in the Illinois Community College Trustee Association's (ICCTA) Paul Simon Essay Contest. Pending Board approval Mr. Uecker will receive an award of \$500 for the Spring 2018 semester from Kishwaukee College.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved awarding the \$500 scholarship to Mr. Uecker. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears and student advisory vote Philip Oliver.

Fact Book – Matt Crull

Matt Crull provided the Board with an overview of the Kishwaukee College Quick Facts.

COMMITTEE REPORTS

Audit Committee  
Executive Committee  
Finance Committee  
Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.

50<sup>th</sup> Anniversary Committee

- Ms. Hamel provided a report from the 50<sup>th</sup> Anniversary Committee.
  - The 50<sup>th</sup> Anniversary kickoff was very successful and Ms. Hamel thanked everyone who attended.
  - Wine Walk is scheduled for July 19, 2018

## Strategic Planning Committee

- Board retreat is tentatively scheduled for June 12, 2018
- The administration is continuing to work with Mr. John Newton on the strategic plan.
- The following individuals have agreed to serve on the committee: Bob Johnson, Bob Hammon, Laurie Borowicz, Kevin Fuss, Michelle Ohlinger, Dave Dammon, Dave Bresson, LaCretia Konan, Leslie Ciaccio, Clare Kron, and Phil Oliver.

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 \$3,080,784 due to receiving \$2,904,886 in state funds earlier than expected. Year-to-date expenses are under FY18 budget.

INFORMATION & REPORTS –  
State Revenue Update

Mr. Fuss provided an updated report on State of Illinois payments that have been received by the College. Originally, the College was told they would not receive any additional FY18 funding and then immediately thereafter received a FY18 payment. We were notified that we would receive another \$318,000 payment in the near future.

INFORMATION & REPORTS –  
Dashboard Report

The Board was provided with an updated Dashboard Report. We have begun contacting students who have submitted applications as soon as we receive their application. We are trying several high-touch practices.

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

Mr. Fuss updated the Board on the status of ongoing projects occurring on campus. Mr. Fuss noted the A1200 area now has new cushions, carpeting and painting. Work continues on the campus master plan. Recent meeting were held with students and employees on the remodeling of specific areas. New audio visual, carpet and paint will be bid out for the Jenkins Auditorium.

We are submitting projects to the RAMP program for a student success center and the childcare facility. A recommendation will be provided at the June Board meeting for approval.

The City of Malta will be holding a meeting tomorrow to discuss possible sewer system options. Mr. Fuss, Dr. Nicklas, and Mr. Johnson plan to attend the meeting. We are also reviewing options for updating our system.

INFORMATION & REPORTS –  
Monthly KEC Financial

The Board was provided with the monthly KEC financial report.

INFORMATION & REPORTS –  
3-Year Enrollment Declines Based  
on Programs

The Board was provided with an overview of the 3-year enrollment declines based on programs. The Board thanked administration for the information and asked about the rationale for maintaining a program if it reaches a significant percent of decline. Dr. Borowicz stated that student demand determines program offerings.

OLD BUSINESS – KEC  
Partnership Update

The Board was provided with an update on the KEC partnership.

OLD BUSINESS – K12 & Kishwaukee College Board Collaboration Meeting

Mr. Johnson distributed a letter that was sent to School Board Presidents and Superintendents of K-12 schools within the Kishwaukee College district to gauge interest in meeting with our Board of Trustees to discuss ways to enhance Kish College's services to their students. At this time, only Rochelle has responded.

NEW BUSINESS – Faculty Appointments for Full-Time KCEA Bargaining Unit for FY19

Dr. Kanter presented the recommendation for probationary status of non-tenured faculty and faculty advancement. Matthew Bauer, Gerald Fox, Jonathan Ho and Sandra Johnson were recommended for tenure. Ms. Johnston was in attendance at the meeting and was recognized by the Board for achieving the rank of assistant professor. The other three faculty members recommended for tenure were unable to attend the meeting.

On a motion by Ms. Spears, seconded by Dr. Burke, and on a roll call vote, the Board approved the recommendations for tenure movement. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Tuition & Fee Recommendation

The Board received a recommendation for a \$3 tuition increase effective with the summer 2018 semester. The administration is recommending no change to the technology fee, student activity fee, or registration fee.

On a motion by Dr. Hammon, seconded by Mr. Doubler, and on a roll call vote, the Board approved \$3.00 per credit hour tuition increase, effective with summer 2018. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Course Fees Recommendation

Beginning with the fiscal year 2019 budget process, only course fees schedule to be changed from the current course fee schedule will be presented for approval each year to the Board. Dr. Kantner presented the recommendation for FY2019.

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board approved recommended course fee schedule for FY19. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Out-of-District and Out-of-State Tuition

The Board was asked to approve a recommendation for out-of-district and out-of-state tuition rates. Out-of-district would be set at \$284 per credit hour (2 times the in-district rate) and out-of-state at \$426 per credit hour (3 times the in-district rate).

On a motion by Ms. Spears, seconded by Mr. Doubler, and on a roll call vote, the Board approved the in-district and out-of-district rates as specified above. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Variable tuition Recommendation

Dr. Kantner presented a list of programs that require specialized equipment, equipment maintenance cost, or high contact hours of instruction. The recommendation to the Board was to approve variable tuition rates to offset the cost of delivering instruction at the following rates of the FY19 tuition rate.

150% of Tuition rate for Automated Engineering Technology, Automotive Technology, Collision Repair Technology, Computer-Aided Design Technology, Diesel Power Technology, Electronics, Emergency Medical Services-Paramedic, Esthetics, Therapeutic Massage and Welding.

200% of Tuition rate for Radiologic Technology and Registered Nursing.

On a motion by Dr. Burke, seconded by Ms. Mason, and on a roll call vote, the Board approved the variable tuition rates as identified above. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – 2018-2019  
Sabbatical Leave Recommendation

Dr. Kantner informed the Board there were no sabbatical requests submitted for 2018-2019.

NEW BUSINESS – Early  
Retirement Incentive - KCEA

Dr. Borowicz stated that she was approached by KCEA in regards to faculty members wishing to have an early retirement incentive for this year. The Board was presented with the following proposed plan.

Due to the enrollment decline the college is facing, and the uncertain future of a state budget, we would like to offer an early retirement incentive to faculty that may be interested in retiring by June 30th, 2018. A summary of the proposal is to:

- Bump the FY18 base salary of the unit member to an overall maximum 6% increase over FY17 base pay, with consideration to increases already received. The max increase for any one employee would be 6%. The additional increase would be paid out at the end of the school year, and be included in their SURS contribution.
- Extend the Insurance Buyout option to those unit members that do not have 10 years of service at the college, on a pro-rated basis. Unit members would receive 10% of the total buyout for each year of service at the college. EX: 9 years = 90%, 7 years = 70%.

Details of the plan are specified in the 2018 Retirement Incentive Program for KCEA Faculty document.

On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board approved 2018 Retirement Incentive Program for KCEA faculty. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Board of  
Trustees Awards of Excellence

Dr. Nicklas presented the 2018 Board of Trustees Awards of Excellence nominees and recommended recipients of the award. The recommended recipients are noted with an asterisk

The nominees were recognized by the Board:

- Full-Time Faculty: Everett Westmeyer\*, Steve Durin, Tania Nezrick
- Adjunct Faculty: Cynthia Prendergast\*, Samantha Arbogast, Jose Avalos, Jackie Cleven, Jim Robar
- Support Staff: Rich Fenton\*, Tobie Anders, Lu Mantick, Linda Smith
- Other Professional Staff: Jenifer Montag\*, Missy Gillis, Krystal Gundy, Keith Lamb, Keith Wise

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board approved 2018 Board of Trustees Awards of Excellence winners. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS - Approval of  
Travel Expenses for any Member  
of the Board of Trustees

There were no travel expenses for any members 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.

Board of Trustees  
March 13, 2018

NEW BUSINESS - Approval of Reimbursable Expenses Because of an Emergency or Other Extraordinary Circumstances

The following emergency expenditures were submitted for approval after the College suffered a water main break on February 20, 2018.

- Service Concepts – Excavate and Repair \$4,546.66
- Big John – Portable Toilets \$190.00
- Kyler Excavating – Excavation Work \$1,724.90

On a motion by Ms. Spears, seconded by Mr. Doubler, and on a roll call vote, the Board approved the emergency expenditures listed above. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

NEW BUSINESS – Board Member Discussion

The ICCTA Northwest Region Meeting at Sauk Valley College has been changed to Thursday, April 5, 2018. Dr. Borowicz will forward details as they become available.

Mr. Johnson and Dr. Hammon agreed to serve on the strategic planning committee as representatives of the Board.

Mr. Johnson and Ms. Spears attended the ICCTA meeting last weekend. They reviewed topics that were discussed at the meeting.

Ms. Mason is completing her required trustee training.

Dr. Karen Hunter Anderson discussed vouchers for funding.

If any trustees are interested in being an officer with ICCTA applications are due next month.

There has been a bill introduced to consolidate IBHE and ICCB is not in favor of consolidation.

Lobby Day is April 18<sup>th</sup>.

Dr. Borowicz asked if there was interest from the Board in attending the ACCT conference or doing a presentation. If we need someone Dr. Hammon would be willing, possibly Ms. Spears and Ms. Watkins had previously mentioned she might be interested in attending.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of February 20, 2018\*
- B. Report of Budgetary Revenues and Expenditures\*
- C. Accounts Payable Recap\*
- D. Cash and Investment Report\*
- E. Staff Resignations/Appointments
  - Resignations
    - None
  - Appointments
    - Mindy Lange, Human Resources Generalist, (\$48,500 annually)

On a motion by Dr. Burke, seconded by Ms. Mason, 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, and Kathy Spears.

STUDENT REPRESENTATIVE’S REPORT

Mr. Oliver was unable to attend the meeting but provided a written Student Representative’s Report to the Board.

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report.

TRUSTEE ATTENDANCE VIA TELEPHONE

Ms. Watkins had requested prior to the meeting to attend the closed session of the meeting via telephone. The Board agreed that Ms. Watkins would be allowed to participate via teleconference for discussion but will not be able to vote on any action items during this meeting.

On a motion by Mr. Doubler seconded by Ms. Mason and on a unanimous vote the Board voted to allow Ms. Watkins to attend electronically. Ms. Watkins was also invited to attend closed session. Ms. Watkins joined the closed session at 7:45 p.m. after the closed session had started.

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 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, review of closed session minutes and collective bargaining negotiations.

Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, and Kathy Spears.

Dr. Borowicz attended the closed session.

The following individuals were invited to attend closed session but left at 7:30 p.m. Dr. Nicklas, Mr. Fuss, Dr. Kantner, Ms. Rothmeyer, Mr. McGarry, Ms. Hamel, Ms. McCluskey and Ms. Ohlinger.

The closed session began at 7:22 p.m. and ended at 8:44 p.m.

RECOVENE OPEN SESSION

The open session resumed at 8:44 p.m.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:44 pm. On a motion by Dr. Burke seconded by Ms. Mason, the Board voted unanimously to adjourn.

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Secretary, Board of Trustees

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Chair, Board of Trustees