

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
April 10, 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, April 10, 2018, in the C-2175 Founders Board Room.				
ROLL CALL	<table><tr><td><u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears Kathy Watkins Phil Oliver, Student Trustee</td><td><u>VISITORS:</u> Jonathan Prose – newly elected student trustee</td></tr><tr><td></td><td><u>MEMBERS ABSENT:</u> None</td></tr></table>	<u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears Kathy Watkins Phil Oliver, Student Trustee	<u>VISITORS:</u> Jonathan Prose – newly elected student trustee		<u>MEMBERS ABSENT:</u> None
<u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears Kathy Watkins Phil Oliver, Student Trustee	<u>VISITORS:</u> Jonathan Prose – newly elected student trustee				
	<u>MEMBERS ABSENT:</u> None				
	<p><u>STAFF PRESENT:</u> 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 Vice President Administration, Missy Gillis, Director Student Outreach and Educational Partnerships; Kayte Hamel, Executive Director of MPR; Jill Hansen, Steve Kimmel, Director ECC, Joanne Kantner, Vice President of Instruction; Mary Ann Kolls, Director WCE; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Jaime Long, Dean ACSS; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Michelle Ohlinger, Executive Assistant to the President; Tania Nezrick, Faculty; Bill Nicklas, Executive Director Foundation Development; Nancy Partch, Dean of Student Services; Michelle Rothmeyer, Vice President of Student Services</p>				
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	<p>On a motion by Dr. Hammon, seconded by Ms. Mason, 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, and probable, imminent or pending litigation and collective bargaining negotiations.</p> <p>Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver. Ms. Ohlinger was invited to attend closed session.</p> <p>The closed session began at 5:35 p.m. and ended at 6:13 p.m.</p>				
RECONVENE OPEN SESSION	The open session resumed at 6:15 pm.				
PUBLIC COMMENT	None				
COMMUNICATIONS	Dr. Borowicz announced that our Nursing program received notification that their program received accreditation. The Board thanked those involved with this accomplishment.				
PRESENTATION	<p><u>ICCTA Paul Simon Essay Contest Winner</u> 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. The Board approved Mr. Uecker at the April 10, 2018, Board meeting to receive an award of \$500 for the Spring 2018 semester from Kishwaukee College. As a recipient of this award at the College, Mr. Uecker will also be submitted as the College’s candidate at the state level for the ICCTA Paul Simon Essay Contest.</p>				

PRESENTATION – FY'17 ICCB Student Success Comparative Data
FY'17 ICCB Student Success Comparative Data
Matt Crull discussed the student success comparative data.

COMMITTEE REPORTS

Audit Committee –Minutes from September 26, 2017
Executive Committee- Minutes from February 27, 2018
Finance Committee
Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
 - The Board asked about alumni involvement

Strategic Planning Committee

- Board retreat is tentatively scheduled for June 12, 2018. Ms. Mason expressed concern with date. We will look for other options.
- The administration is continuing to work with Mr. John Newton on the strategic plan.
- The following are the Strategic Planning Key Dates
 - Steering committee (1st session) March 22, 10:00 am
 - Staff Feedback, March 29th, 10:15 am
 - Student Feedback Luncheon, April 5th, 12:30-1:30 pm
 - Steering Committee (2nd Session) – April 19th, 9 am
 - Community Event #1, April 19th, 11:30-1:00 pm
 - Community Event #2, April 25, 5:00-6:30 pm
 - BOT planning Meeting #1, May 8th 4:00 pm
 - Steering Committee (3rd Session), May 22nd, 9:00 am
 - Board Retreat, June 12th, 1-5:00 pm

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 \$3,142,163 due to receiving \$2,467,402 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.

INFORMATION & REPORTS – Dashboard Report
The Board was provided with an updated Dashboard Report.

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.

INFORMATION & REPORTS – Monthly KEC Financial
The Board was provided with the monthly KEC financial report.

INFORMATION & REPORTS- FOIA Report
The Board was provided with the February and March FOIA Activity Report.
The Board noted we have had a significant increase in the number of FOIA requests the College receives. The Board believes it is a good practice to make this information available. It

is taking a fair amount of staff time and it is a drain on workload. It was noted, that this does not include the legal cost or time associated with responding to these requests.

OLD BUSINESS – KEC
Partnership Update

The Board was provided with an update on the KEC partnership. Dr. Borowicz stated she and Dr. Nicklas attended the KEC board meeting last month. They were notified that the Intergovernmental Agreement would not be presented to their Boards.

The Board discussed different scenarios for continued collaboration.

The Board decided to see what action the RTHS board takes at their next meeting on the transfer of a \$500,000 payment.

OLD BUSINESS – K12 &
Kishwaukee College Board
Collaboration Meeting

Mr. Johnson received a response from Kathy Countryman, Sycamore that they would be interested in having a Board meeting with their Board. Mr. Johnson suggested that two of our trustees meet with their Board. They will look at scheduling a meeting in June. The topic will be on how we can encourage further cooperation and coordination with our area high schools.

Dr. Borowicz will work on scheduling the meeting for June 26, 2018. Mr. Johnson and Ms. Mason volunteered to attend as representatives of the Board. Dr. Borowicz will provide the agenda.

OLD BUSINESS- Proposal of
Electronic Board Packets

Mr. McGarry reviewed three options for providing electronic Board packets. The Senior Leadership Team has been using the myKC portal. Dr. Borowicz suggested we work on uploading next month's Board packet to the portal and see how it works as a demonstration.

Several of the Board members stated they were not in favor of using the personal devices to view College documents.

NEW BUSINESS – Approval of
Corridor and Lounge Renovations

Mr. Fuss asked the Board for the approval of a bid for renovation work related to the corridors in the A1200 and A1300 areas, casework removal, and the creation of an employee lounge in the former HR Office Space.

In March 2018, the college issued a Request for Proposal (RFP) for renovation work related to the corridors in the A1200 and A1300 areas, casework removal, and the creation of an employee lounge in the former Human Resources Office space. The bids were received for the project on March 28, 2018. The low bidder for the project was Irving Construction Company. The Board was asked to approve their base bid and Alternate 2 deduction of \$45,000 for a total project amount of \$230,000. The project is anticipated to be completed before the fall 2018 semester begins

On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, the Board approved the bid for corridor and lounge renovations. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Fees for Early
Childcare Center

The Board was asked to approve an increase in the full-day and hourly rate fees for the Early Childcare Center. The propose is for the full-day (5 days a week) rate to be increased to \$1.25 to \$44.25 per day, the Full-Day (1-4 days per week) rate be increased \$1.25 to 46.25 per day and hourly rate be increased \$.20 to \$8.80/hour.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved the early childcare center fee increases as noted above effective FY'19. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Collective Bargaining Agreement Addendum with Kishwaukee College Council of Support Staff (KCSS) 2016-2019

The Board was asked to approve the wage reopener to the current July 1, 2016 – June 30, 2019 agreement between the Board of Trustees and the Kishwaukee Council of Support Staff (KCSS). All other provisions in the parties' Collective Bargaining Agreement shall remain unchanged and in full force and effect.

Employees base annual salary shall be increased by 2.75% or to the 5, 10, or 15-year midpoint of the employee's existing band, whichever is higher, but limited to a 6% overall cap from the employees FY18 base salary. Band placement was determined by full-time years of service at the college in the employee's existing band.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board approved the wage reopener agreement as specified above. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Resolution Approving Sexual Harassment Policy

Public Act 100-0554, effective November 16, 2017 requires community colleges to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. This policy and resolution shall take effect upon its passage and approval in the manner provided by law.

On a motion by Mr. Oliver, seconded by Mr. Doubler, and on a roll call vote, the Board approved the Resolution Approving Sexual harassment Policy. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Policy Manual Revision – 2.13.14.01 Sexual Harassment Policy

On November 16, 2017, Governor Rauner signed Public Act 100-0554 into law, which amended several sections within the Illinois Administrative Procedure Act. Pursuant to 5 ILCS 430/70-5, each governmental entity must update their employment policies and adopt an ordinance or resolution to include the following:

- i. a prohibition on sexual harassment;
- ii. details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights;
- iii. a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- iv. the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

The Board was asked to approve the changes to Board Policy 2.13.14.01 Sexual Harassment, to keep us in compliance with this new law. On a motion by Dr. Hammon, seconded by Ms. Watkins, and on a roll call vote, the Board approved Board Policy 2.13.14.01 Sexual Harassment. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Policy Manual Revision – 2.13.14 Harassment/Discrimination Policy

While reviewing policies related to Public Act 100-0554, the College's Harassment/Discrimination policy needed to be reviewed and updated. The Board was asked to approve the recommended changes to Board Policy 2.13.14 Harassment/Discrimination.

On a motion by Dr. Burke, seconded by Ms. Watkins, and on a roll call vote, the Board approved Board Policy 2.13.14 Harassment/Discrimination. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Policy Manual Revision- 3.18 Student Harassment/ Discrimination

While reviewing policies related to Public Act 100-0554, the College's Student Harassment/ Discrimination policy needed to be reviewed and updated. The Board was asked to approve the recommended changes to Board Policy 3.18 Student Harassment/Discrimination.

On a motion by Dr. Hammon, seconded by Mr. Oliver, and on a roll call vote, the Board approved Board Policy 3.18 Student Harassment/Discrimination. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Policy Manual Revision – 4.10 Equal Employment Opportunity

While reviewing policies related to Public Act 100-0554, the College’s Equal Employment Opportunity policy needed to be updated. The Board was asked to approve the recommended changes to Board Policy 4.10 Equal Employment Opportunity. The recommended changes include adding reporting information and updating the complaint process.

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board approved Board Policy 4.10 Equal Employment Opportunity. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of Policy Manual Revision- 4.10.01 Grievance Procedure

The Board was asked to approve a revised and more streamlined grievance procedure in Board Policy 4.10.01 Grievance Procedures.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board approved Board Policy 4.10.01 Grievance Procedures. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS- Addendum to the 2017-2018 Intergovernmental Cooperation Agreement for Police Services

Dr. Nicklas provided the Board with an addendum to the 2017-2018 Intergovernmental Cooperation Agreement with the Sheriff’s department. The agreement was approved by the Board of Trustees in May 2017 and extends through December 31. The addendum is to assure more consistent coverage on campus.

On a motion by Ms. Mason, seconded by Mr. Doubler, and on a roll call vote, the Board approved the addendum to the 2017-2018 Intergovernmental Cooperation Agreement with the Sheriff’s Department. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS- Recommendation for IT Penetration Testing

In February 2018, the College issued a Request for Proposal (RFP) for IT penetration testing and bids were received for the projects on February 15, 2018. Four vendors were Bidders of Record and four bids were received. The low bidder for the project was WIPFLi. The total cost of the project is \$48,425.

On a motion by Dr. Burke, seconded by Ms. Spears, and on a roll call vote, the Board approved the bid recommendation for IT Penetration Testing at a cost of \$48,425. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

NEW BUSINESS- Approval of Liquor License for Fragments of Kish Wine Walk

In celebration of the College’s 50th Anniversary, several events are being planned throughout the year. The Fragments of Kish Wine Walk, is planned for July 19, 2018. Ms. Hamel asked the Board to approve an event liquor license through DeKalb County (\$100.00)

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board approved the event liquor license. Those voting “aye” were: Bobbi Burke, 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

The Board was asked to approve travel for Mr. Johnson during the March ICCTA Meeting in Lisle.

On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, the Board approved the travel expenses for Mr. Johnson. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

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-

The ICCTA Northwest Region Meeting at Sauk Valley College was attended by Dr. Burke, Ms. Spears, Mr. Johnson, Dr. Borowicz and Dr. Kantner. We are going to try a pilot in our advising program similar to our TRiO program advising.

Strategic Planning Board Retreat – We will look at additional dates for strategic planning.

Lobby Day is April 18, 2018; Dr. Borowicz is planning to attend. At this point, no Board members are planning to attend. Employee Recognition Event is May 4 2018. Board members were invited to attend and can register online or with Ms. McCluskey.

Dr. Borowicz is going to finalize the ACCT presentation within the next few weeks. Ms. Mason, Ms. Spears and Dr. Hammon have indicated interest in attending the event. The early bird registration deadline is August 17, 2018.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of March 13, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Kevin Fuss
 - Appointments
 - Nikkita Carrington. Human Resource Specialist (\$42,000 annually)

On a motion by Ms. Watkins, seconded by Dr. Hammon 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 Spears, Kathy Watkins and student advisory vote Philip Oliver.

STUDENT REPRESENTATIVE'S REPORT

Mr. Oliver provided the board with the Student Trustee Report

RECOGNITION OF OUTGOING STUDENT TRUSTEE

The Board thanked Philip Oliver for serving in his role as Student Trustee this past year and wished him well in his future endeavors.

Mr. Oliver thanked everyone for their support and stated he had enjoyed his time serving on the Board.

SEATING OF NEW STUDENT TRUSTEE

The newly elected student trustee is Jonathon Prose from Oregon IL. The Board welcomed Jonathon and introductions were made. On a motion by Ms. Spears, seconded by Dr. Burke and on a voice vote, the Board seated Jonathon as the student representative for the 2018-2019 school year.

On a motion by Mr. Oliver, seconded by Mr. Doubler, and on a roll call vote, the Board approved the seating of student trustee Jonathon. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver.

UPDATE ON CADET CORP

Dr. Nicklas provided an update on the College's Cadet Corp. Currently they have 6 students who have provided over 1200 hours of service. They are eager and dedicated to the corp and have been participating in sporting events on evenings and weekends, along with special events.

Cadet Corp students are on campus between 8 and 9 am and stay until approximately 9 pm. We will have a new group coming into the program in the Fall.

PRESIDENT'S REPORT

Dr. Borowicz provided the President's Report. Dr. Borowicz provided the President's Report. Dr. Borowicz noted it appears we will finish the year down approximately 9.1% in enrollment.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 8:13 pm. On a motion by Mr. Oliver seconded by Ms. Mason, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees