

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
June 12, 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 2:37 p.m. by Board Chair, Robert Johnson, on Tuesday, June 12, 2018, in the C-2175 Founders Board Room.

ROLL CALL

<u>MEMBERS PRESENT:</u> Bobbi Burke Arrived at: 3:30 pm Ken Doubler Robert Hammon Robert Johnson Kathy Spears Kathy Watkins Jonathan Prose, Student Trustee	<u>VISITORS:</u> John Newton, Newton Associates – left the meeting at 5:32 pm
	<u>MEMBERS ABSENT:</u> Linda Mason

Strategic Planning Retreat

STAFF PRESENT:
Laurie Borowicz, President;

(The Board of Trustees met with Mr. John Newton of Newton Associates to discuss and provide feedback on the College's Strategic Plan.

The Board of Trustees took a break beginning at 5:15 pm and the regular meeting resumed at 5:32 pm.

ROLL CALL

<u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Kathy Spears Kathy Watkins Jonathan Prose, Student Trustee	<u>VISITORS:</u> Katie Finlon, Daily Chronicle
	<u>MEMBERS ABSENT:</u> Linda Mason

STAFF PRESENT:
Laurie Borowicz, President; Matthew Crull, Director Research & Data Management; Matt Feuerborn, Dean of CT; Anne-Marie Green, Director Academic Support; Kayte Hamel, Executive Director of MPR; Jill Hansen, CFO; Laurie Hoecherl, Faculty; Keith Lamb, Director of Operations; Joanne Kantner, Vice President of Instruction; Mary Ann Kolls, Director WCE; Mark Lanting, Director Accreditation & Grants; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Tania Nezrick, Faculty; Michelle Ohlinger, Executive Assistant to the President; Bill Nicklas, Special Assistant to the President; Nancy Partch, Dean of Student Services; Nick Piazza, Asst. Director of IT; Michelle Rothmeyer, Vice President of Student Services; Sonia Reising, Director Enrollment Services.

PUBLIC COMMENT None

COMMUNICATIONS None

PRESENTATION- Kamelian Literacy and Arts Journal/
Kamelian Literacy and Arts Journal
The Board was provided with the most recent copy of the Kamelian Literacy and Arts Journal. Amy Smith, English faculty, gave an overview of the Kamelian.

Dr. Hammon asked about requesting funding from the DeKalb County Community Foundation. The Board also requested that these become available online. Mr. Doubler commended the Kamelian staff on the work provided.

Amy Smith left the meeting at 6:43 p.m.

PRESENTATION - Capital Budget Capital Budget

Dr. Nicklas and Ms. Hansen provided an overview of the newly developed Capital Budget. The Board would like to receive the report on a quarterly basis.

COMMITTEE REPORTS

Audit Committee

Executive Committee- Minutes of April 24, 2018

Finance Committee

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.
 - The Foundation Board elected the following officers for FY2018-2019
 - President: Jamie Craven
 - Treasurer: Geri-Dee Hayden
 - Secretary: Suzanne Juday
 - Rain date of Monday, June 25th for the Foundation Golf Outing

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
 - Fragments of Kish Wine Walk will be held on July 19th.
 - 50th Anniversary Homecoming event will be held on September 15th.
 - 50th Anniversary Sponsorship Packages

FOIA Report

- Mr. Piazza provided the FOIA report.

Student Success Scholarship

- Ms. Rothmeyer provided the Board with an updated amount awarded to students for 2017-2018
 - Fall 2017 Student Success Scholarship Awards
 - 2,847 students, \$120,360.00
 - Spring 2018 Student Success Scholarship Awards
 - 2,204 students, \$108,403.75

IT penetration testing is currently in progress. The Board will be provided with a report once it is finalized.

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 \$3,562,657 due to receiving \$3,264,373 in state funds earlier than expected. Year-to-date expenses are under FY18 budget.

INFORMATION & REPORTS –
State Revenue Update

Ms. Hansen 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

None

INFORMATION & REPORTS –
Upcoming College Events

Ms. Hamel provided a monthly report with upcoming College events.

INFORMATION & REPORTS –
Facilities Update/Facilities
Condition Report

Dr. Nicklas 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.

OLD BUSINESS –KCSS Pay Bands

Ms. McCluskey provided the Board with a listing of the pay bands, salaries and associated positions for KCSS. This information was requested during April’s Board meeting.

OLD BUSINESS – Electronic Board Docs

Mr. McGarry and Ms. Ohlinger reviewed several electronic board document programs. The recommendation is to go with Board Docs. The cost to approve funding not to exceed \$20,000. The Board will be provided with iPads to utilize the software program.

On a motion by Ms. Spears, seconded by Dr. Hammon the Board voted to approve up to \$20,000 for the Board Docs program. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

OLD BUSINESS – Budget Update

The College has received notification that we are receiving 4.6 million. We have been notified this includes \$145,000 for veteran’s grants; we have not received funding for the veterans grant in several years. Kish has qualified for the small College grant, which is \$36,500.

Map grants will be 4-year grants instead of 2-year grants, but student must reapply each year and are not guaranteed to continue to receive the grant all four years.

Anthony Cervini from Sikich met with the senior leadership team today to discuss CIP liability. Dr. Borowicz recommended that the Board’s finance committee and/or audit committee meet with Mr. Cervini to learn how this impacts the College.

The Board felt the finance and audit committee should both be invited, along with any other trustees that would like to attend, to review the information. Ms. Hansen will provide the Board with a date for the meeting.

NEW BUSINESS – Approval of Property, Casualty, and Liability and Workman’s Comp Insurance Renewals

Ms. Hansen provided the Board with a comparison between FY 18 actual and FY 19 quoted premium rates for the College’s property, casualty and liability insurance along with our workman’s compensation insurance. Next year’s recommended premiums are \$367,079, which is \$35,118 (8.7%) lower than fiscal Year 2018.

On a motion by Dr. Burke, seconded by Dr. Hammon, and on a roll call vote, the Board approved the Property, Casualty and Liability Insurance Renewals for FY19. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

NEW BUSINESS – Approval of 2018-2019 KCSS Retirement Incentive Program

The Board was asked to approve a memorandum of understanding for the 2018-2019 KCSS Retirement Incentive Program. The program offers a \$500.00 post-retirement payment to individuals meeting the eligibility requirements of the program.

On a motion by Dr. Hammon, seconded by Ms. Spears, and on a roll call vote, the Board approved the 2018-2019 KCSS Retirement Incentive Program. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

NEW BUSINESS – Approval of Resolution for Authority to Make Interfund Transfers

Ms. Hansen noted the College’s auditors made a recommendation to gain approval from the Board each year to execute interfund transfers to cover those occasions when specific funds, particularly restricted funds, incur expenses before reimbursement is received creating a negative cash balance in those funds.

On a motion by Dr. Burke, seconded by Ms. Watkins, and on a roll call vote, the Board approved the resolution for authority to make interfund transfers. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

NEW BUSINESS –Approval of Recommendation for Additional Painting Expenses

Ms. Hansen recommended the Board approve an additional \$216,500.00 for painting. At the December 2017 Board meeting, the Board approved painting up to 450,000 square feet, for a maximum cost of \$283,500. The additional amount requested equates to an additional 343,650 square feet.

On a motion by Ms. Spears, seconded by Dr. Burke, and on a roll call vote, the Board approved the recommendation for additional painting expenses. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

NEW BUSINESS – Possible Date Change of Regular July 2018 Board Meeting

The Board was asked about changing the regular Board meeting date of July 10, 2018 to July 17, 2018. The Board decided to leave the meeting as July 10th.

NEW BUSINESS – Possible Date Change of Regular September 2018 Board Meeting

The Board was asked about changing the regular Board meeting date of September 11, 2018 to September 18, 2018. The Board decided to leave the meeting as September 11th.

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

The Board was asked to approve travel expenses for Board members to attend the ICCTA Annual Convention that was held in Springfield May 31 through June 2, 2018.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board approved the travel expenses for any member of the Board of Trustees. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.

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 Board reviewed information from the recent ICCTA annual banquet that was held in Springfield, IL. The Board noted that Everett Westmeyer, Cindy Prendergast and Cindy McCluskey were nominated for awards at the banquet.

There was discussion on the 6% penalty cap being reduced to 3% through SURS, and a voluntary buyout package. The state plans to issue 1 billion in bonds to pay for the buyout. There has been discussion on an amendment but it would not happen until later in the year. The College will continue to monitor salaries to avoid penalties when possible.

Dr. Borowicz would like to hang pictures of the Board, both individual and group, at the College.

Mr. Johnson discussed putting together a history of the referendum, no action will be taken at this time.

Dr. Borowicz requested the Board review the Board Travel policy to allow for per diem instead of set costs for individual meal reimbursements. A policy revision will be brought forward to the July Board meeting.

Dr. Borowicz discussed doing a presentation on the College’s recently revived ag program. Dr. Borowicz will reach out to Greg Milburn.

Mr. Johnson and Linda Mason will be meeting with the Sycamore Board on June 26, 2018.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of May 8, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations - none
 - Appointments
 - Aaron Briggs, Career Planner, WIOA Youth Program (\$35,525 annually)
 - Stephanie Carlson, AR Accountant (\$58,000 annually)
 - Melinda Finch, Associate Dean of Nursing and Allied Health (\$72,000 annually)
 - Jennifer Montag, Coordinator Disability Services (\$49,158.49 annually)

On a motion by Dr. Hammon, seconded by Dr. Burke 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, Kathy Spears, Kathy Watkins 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. Dr. Borowicz noted tonight’s meeting would be the last meeting for Nancy Partch, Dean of Student Services. The Board thanked Nancy for her service.

Dr. Borowicz noted we have submitted our AQIP portfolio to a consultant and have received some of the chapters back already. The other chapters should be coming back within the next few days. The report will be ready to be submitted at the end of the month.

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 Ms. Watkins, seconded by Dr. Hammon, 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 and collective bargaining negotiations.

Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.

Ms. Ohlinger, Ms. McCluskey, Dr. Kantner, Dr. Nicklas, Ms. Rothmeyer, Ms. Hamel, Mr. McGarry, Ms. Hansen and Mr. Piazza were invited to attend closed session.

The closed session began at 7:03 p.m. and ended at 7:44 p.m.

RECONVENE OPEN SESSION

The open session resumed at 7:44 pm.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:44 pm. On a motion by Mr. Doubler seconded by Dr. Burke, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees