

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
July 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 5:42 p.m. by Chair *pro tem*, Dr. Bob Hammon, on Tuesday, July 10, 2018, in the C-2175 Founders Board Room.

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

VISITORS:

MEMBERS ABSENT:
Robert Johnson

STAFF PRESENT:
Laurie Borowicz, President; Chase Budziak, Dean MSB; Matthew Crull, Director Research & Data Management; Dean of CT; Anne-Marie Green, Director Academic Support; Kayte Hamel, Executive Director of MPR; Jill Hansen, CFO; Keith Lamb, Director of Operations; Joanne Kantner, Vice President of Instruction; Scott Kawall, Director of Student Involvement; LaCretia Konan, Director of Business & Training Partnerships; Mark Lanting, Director Accreditation & Grants; Cindy McCluskey, Executive Director Board Relations & HR; Branden McCullough, Faculty; RJ McGarry, Executive Director of IT; Marie Meadors, Faculty; Bill Nicklas, Special Assistant to the President; Michelle Ohlinger, Executive Assistant to the President; Michelle Rothmeyer, Vice President of Student Services; Sonia Reising, Director Enrollment Services;

APPOINTING CHAIR *PRO TEM* Dr. Borowicz noted that at this point in the meeting the Board needed to appoint a Chair *pro tem*. Dr. Hammon agreed to serve as Chair *pro tem*.

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

Acting as Chair *pro tem*, Dr. Hammon called the meeting to order.

CLOSED SESSION TO DISCUSS On a motion by Ms. Watkins, seconded by Ms. Mason, and on a roll call vote, the Board voted
THE APPOINTMENT, unanimously to adjourn to closed session to discuss the appointment, employment,
EMPLOYMENT, compensation, discipline, performance, or dismissal of *specific* employees of the public body
COMPENSATION, DISCIPLINE, or legal counsel for the public body, and probable, imminent or pending litigation and
PERFORMANCE, OR DISMISSAL collective bargaining negotiations.
OF SPECIFIC EMPLOYEES OF

THE PUBLIC BODY OR LEGAL Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Kathy Spears, Kathy
COUNSEL FOR THE PUBLIC Watkins and student advisory vote Jonathan Prose.
BODY, PROBABLE, IMMINENT

OR PENDING LITIGATION AND Ms. Ohlinger, Ms. McCluskey, Dr. Kantner, and Dr. Nicklas, were invited to attend closed
COLLECTIVE BARGAINING session.
NEGOTIATIONS

The closed session began at 5:35 p.m. and ended at 5:41 p.m.

RECONVENE OPEN SESSION The open session resumed at 5:41pm.

PUBLIC COMMENT None

COMMUNICATIONS The DeKalb Area Garden Club wrote a letter to thank the horticulture department at Kish for the donation of plants left from the annual plant sale.

Three student recipients of the Academic Achievement Scholarship expressed their appreciation to the College.

PRESENTATIONS

None

COMMITTEE REPORTS

Audit Committee- September 25, 2018

- The Audit Committee meeting will begin at 9:00 am following the BOT executive Committee meeting.

Executive Committee- Minutes of April 24, 2018

Finance Committee – September 25, 2018 (Tentative Date)

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.
 - The Foundation golf outing was held on Monday, June 25th. The total net revenue received for 2018 was \$29,101.00
 - Ms. Nicole Williams accepted an invitation to serve on the Foundation Board of Directors

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
- Dr. Borowicz discussed the 50th Anniversary Sponsorships have been developed with packages at the \$1,500, \$2,500 and 4,000 levels.

Strategic Planning Committee Update

- Dr. Borowicz mentioned that Mr. Newton will be coming to the College tomorrow. The next Strategic Planning steering committee meeting will be on July 24th following the Board Executive Committee Meeting. Dr. Borowicz will bring something back to the August BOT meeting.

FOIA Report

- The FOIA report was provided to the Board.

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 \$3,826,014 due to receiving \$3,514,405 in state funds than were budgeted. Year-to-date expenses are under FY18 budget. Year-end adjusting entries are pending and will impact these numbers. Dr. Borowicz mentioned that we will be receiving the first payment for FY19 from the state.

INFORMATION & REPORTS –
State Revenue Update

Ms. Hansen provided an updated report on State of Illinois payments. All past year payments have been received.

INFORMATION & REPORTS –
Dashboard Report

The Board was provided with an updated Dashboard Report.

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. The outside crews primarily are focusing on exterior improvements for the “Fragments of Kish” Wine Walk. The scaffolding was set up in the gym for painting. Irving construction is making good progress on the A1200 & A1300 corridors. Dr. Nicklas mentioned to the Board that bids for AV work for Jenkins and A1225 should be received in time for Board consideration at the August 14th BOT meeting.

INFORMATION & REPORTS –
Monthly KEC Financial

The Board was provided with the monthly KEC financial report.

INFORMATION & REPORTS-
Clery Report

Dr. Nicklas provided the Clery Report to the Board. Kishwaukee College publishes this annual security report to foster and maintain a safe campus environment, and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the Clery report. Those voting “aye” were: Ken Doubler, Robert Hammon, Kathy Spears, Ms. Mason and student advisory vote Johnathan Prose.

**INFORMATION & REPORTS-
ICC Comparative Financials**

At the June 26th Executive Board meeting there was conversation about the fiscal strength of Kish and how we compare to our peer institutions in Illinois.. Dr. Borowicz shared with the board the Illinois Community College Board Fiscal Year 2016 Audited Operating Revenues by source, comparing the state community colleges revenues and expenditures. The College comes in as the 2nd lowest per FTE.

OLD BUSINESS – BoardDocs

Dr. Borowicz mentioned to the Board that Ms. Ohlinger is scheduling implementation sessions with BoardDocs for training to the Board. The training session would last approximately one and half-hours. We are looking to choose a time that coincides with a regular scheduled BOT meeting.

**NEW BUSINESS – Tentative
FY’19 Budget**

Ms. Hansen provided a FY19 Tentative Budget Update to the Board. Ms. Hansen reviewed Categories of The Operating Fund Group, Restricted Tax Fund Group, Operations and Maintenance Restricted Fund, and Auxiliary Funds. The budget includes the transfer of \$2 Million in the O& M reserves. Salaries are budgeted at 100%. Salary budgeted from vacancies are directed into a contingency account as needs arise. The College is budgeting to receive \$0 from the state. The FY19 Capital Budget is at 1.1 million dollars, from O& M reserves.

The FY19 Budget will go on public notice for 60 days. It will go for final vote in the month of September.

**NEW BUSINESS – Notice of
Public Hearing for FY’19 Budget**

A public hearing regarding the FY ‘19 budget will be scheduled during the regular September Board meeting. The budget must be on display for at least 30 days prior to the hearing. The budget will be on public display for 60 days.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the resolution for the Notice of Public Hearing for the FY’19 Budget. Those voting “aye” were: Ken Doubler, Robert Hammon, Kathy Spears, Linda Mason and student advisory vote Johnathan Prose.

**NEW BUSINESS – Working Cash
Fund Resolution**

Each year the Board is asked to pass a resolution, which allows the College to borrow cash from the working cash fund as necessary during the fiscal year and to transfer those funds back to the working cash fund at the close of the College’s fiscal year on June 30, 2019.

On a motion by Dr. Burke, seconded by Ms. Mason, and on a roll call vote, the Board approved the Working Cash Fund Resolution. Those voting “aye” were: Ken Doubler, Robert Hammon, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.

**NEW BUSINESS- Prevailing
Wage Resolution**

The Board is required to pass a resolution to pay prevailing wage rates each fiscal year. Essentially, it is a notification that the College is in compliance with the State of Illinois Act pertaining to the prevailing rate of wages for laborers, mechanics, and other workers as it applies to any public works construction undertaken by the College.

**NEW BUSINESS- Prevailing
Wage Resolution Cont’d**

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board approved the Prevailing Wage Resolution. Those voting “aye” were: Robert Hammon, Linda Mason, Kathy Spears, Bobbi Burke and student advisory vote Jonathan Prose.

**NEW BUSINESS –Approval of
Athletic Insurance Renewal**

To cover accidental injuries for our student athletes, the College purchases Blanket Intercollegiate Accident coverage and catastrophic coverage from First Agency, a company that specializes in this type of insurance line. The FY19 premium amount is \$46,730 for coverage from August 1, 2018 to August 1, 2019. This is the same as last year.

Mr. Kawall mentioned to the Board that we currently have 120 athletes and 70% are local.

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board approved the Athletic Insurance Renewal. Those voting “aye” were: Bobbi Burke, Robert Hammon, Kathy Spears, Linda Mason and student advisory vote Johnathan Prose.

NEW BUSINESS – Approval of Irving Construction Change Order

Dr. Nicklas stated to the Board that there was some oversight in the planning prior to the bid and the contractors submitting a bid. The additional amount was for \$3,175.00.

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board approved the Irving Construction Change Order. Those voting “aye” were: Robert Hammon, Kathy Spears, Kathy Watkins, Linda Mason and student advisory vote Johnathan Prose.

NEW BUSINESS – Approval of ICCTA Membership Dues- 1st Installment

On a motion by Dr. Burke, seconded by Ms. Mason, and on a roll call vote, the Board approved paying the 1st installment of ICCTA Membership Dues for FY’19 in an amount of \$5,342.00. . Those voting “aye” were: Ken Doubler, Robert Hammon, Kathy Spears, Kathy Watkins and student advisory vote Jonathan Prose.

NEW BUSINESS- Policy Manual Revisions

The Board was provided with two policy manual changes this month.

The following policy manual changes were recommended for Board action:

1. Policy change to update per diem rates.
 - ***Policy Manual Revision- Policy 2.13.28 Travel Policy***
2. Policy change to remove Board Policy.
 - ***Policy Manual Revision- Policy 3.20 Student Loan Procedures***

On a motion by Mr. Doubler, seconded by Ms. Watkins, and on a roll call vote, the Board unanimously to approve the Board Policy Manual changes as noted above and waive the 2nd reading of the Policy 2.13.28 Travel Policy. Those voting “aye” were: Robert Hammon, Linda Mason, Kathy Spears, Bobbi Burke and student advisory vote Jonathan Prose.

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

The Board was asked to approve travel expenses for Mr. Johnson’s mileage for attendance at the ICCTA Annual Convention that was held in Springfield May 31 through June 2, 2018.

The Board was asked to approve travel expenses for Dr. Hammon, Ms. Spears, and Ms. Watkins to attend the ACCT Leadership Congress at New York for October 24-October 27th.

On a motion by Dr. Burke seconded by Ms. Mason and on a roll call vote, the Board approved the travel expenses for any member of the Board of Trustees. Those voting “aye” were: Ken Doubler, Robert Hammon, 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-

Ms. Watkins mentioned that Larry Joe Hanson has passed. The board expressed how nice of a person Mr. Hanson and what a wonderful addition he was to Kish.

Mr. Doubler mentioned that Don Schoo has passed. Mr. Schoo was honored in 2011 with the 1st ever-honorary degree at the College.

Dr. Borowicz suggested to the Board that on September 11th prior to the regular Board meeting that she would like to set aside a half hour to discuss the proposal for the ACCT Leadership Congress. The College is expected to hear the proposal time by July 15th.

The board discussed their attendance to the Sycamore School District Board meeting last month.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of June 12, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments*
 - Resignations
 - Appointments
 - Nikkita Carrington, Organizational Development Specialist (48,000 annually)
 - Krystal Grundy, Student Activities Coordinator/Coach (\$48,000 annually)

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

STUDENT REPRESENTATIVE’S REPORT

Mr. Prose provided the Board with the Student Trustee Report.

Dr. Borowicz mentioned that Mr. Kawall and his team has done a really good job in increasing intermural and clubs at the College.

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report. On June 28th the AQIP portfolio was submitted. Copies will be distributed to the Board members. Dr. Borowicz gave kudos to Anne- Marie Green with her project management through the portfolio process. Mr. Lanting did a good job in getting the portfolio in the system and getting it organized. Dr. Borowicz thanked Dr. Kantner for her endless leadership.

Dr. Borowicz mentioned to the Board that Kish apparel is now in the Target store.

The goals will be brought forward to the August Board meeting.

The Heartland Bank Annual report featured Kish and LaCretia Konan. Dr. Borowicz is very proud of the partnerships and the work that Ms. Konan is doing for the College.

This will be Ms. Long’s last board meeting and Dr. Borowicz mentioned that Ms. Long will be missed. Dr. Borowicz thanked Ms. Long for her service during the last 13 years.

Dr. Borowicz shared with the Board the Summer 5th Day report.

ADJOURNMENT

With no further business coming before the Board, Dr. Hammon asked to adjourn the meeting at 6:41 pm. On a motion by Ms. Watkins seconded by Dr. Burke, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees