

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523
Regular Meeting
August 14, 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 5:54 p.m. by Board Chair Robert Johnson, on Tuesday, August 14, 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
Jonathan Prose, Student Trustee

VISITORS:
Mark Guethle, Painters District Council #30 Left at:5:59

John Newton, JNA & Associates
Left at: 6:11

MEMBERS ABSENT:

STAFF PRESENT:
Laurie Borowicz, President; Chase Budziak, Dean MSB; Bette Chilton, Executive Dean of CT; Matthew Crull, Director Research & Data Management; Dave Dammon, Associate Dean of CT; Matt Feuerborn, Dean of Curriculum & Dual Credit; Melinda Finch, Associate Dean of Nursing & Allied Health; Dave Gommel, Coordinator of Maintenance; 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; Mary Ann Kolls, Director of Workforce and Community Education; LaCretia Konan, Director of Business & Training Partnerships; Keith Lamb, Director of Operations; Cindy McCluskey, Executive Director Board Relations & HR; RJ McGarry, Executive Director of IT; Bill Nicklas, Special Assistant to the President; Michelle Ohlinger, Executive Assistant to the President; Nick Piazza, Assistant Director of IT; Michelle Rothmeyer, Vice President of Student Services; Sonia Reising, Director Enrollment Services; Kyra Rider, Associate Dean of MSB; 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 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, collective bargaining negotiations and review of closed session minutes.

Those voting “aye” were: Kathy Spears, Bobbi Burke, Linda Mason, Ken Doubler, 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 5:32 p.m. and ended at 5:51 p.m.

RECONVENE OPEN SESSION The open session resumed at 5:54pm.

PUBLIC COMMENT Mark Guethle of the Painters District Council #30 that represents DeKalb County spoke to the Board regarding concerns with Capital Painting.

Mr. Mark Guethle left at 5:59 pm

COMMUNICATIONS The family of late Mr. Don Schoo sent a thank you card to the College for the flowers.

PRESENTATIONS- Strategic Planning Draft Document

Mr. John Newton of JNA & Associates presented to the Board the College's Strategic Plan Draft. It will come forward at the September Board Meeting for final approval.

Mr. Newton discussed that the Strategic Plan will be rolled out internally to the College on September 12th and will be unveiled at the September 15th, 50th Anniversary Homecoming Event.

Dr. Hammon and Dr. Burke gave Kudos to Mr. Newton for a job well done.

Mr. Johnson thanked the entire Strategic Planning Steering Committee including John Newton and his team for their great work.

Mr. Newton left the meeting at 6:11 pm.

COMMITTEE REPORTS

Audit Committee- September 25, 2018

- The Audit Committee meeting will begin at 9:00 am following the BOT Executive Committee meeting.
- Joint Meeting Discussion- Ms. Hansen discussed with the Board the concept of the Finance and Audit committee meet on the same date. The Auditors will be discussing the CIP liability and Ms. Hansen feels that it is appropriate for the finance committee to sit in and listen. There will be no action taken from the Finance Committee. Mr. Johnson feels that it is most appropriate to invite the Board members on Finance to the Audit Committee meeting on September 25th.

Executive Committee- Minutes of June 26, 2018

Finance Committee – The Finance Committee is invited to attend the Audit Committee meet on September 25th.

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report. The planning for the November 3 Gala has already begun.
- Dr. Nicklas discussed that the Foundation board has moved to six meetings per year.
- The Foundation Board has been discussing fundraising objectives and priorities. Dr. Nicklas stated that Board is particularly interested in looking at the Champions Fund for our students to enroll and stay enrolled at the College. Athletic fundraising is also a very important initiative for the Foundation.

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
- Ms. Hamel stated that at the Fragments of Kish Wine Walk, approximately 150 community members attended the event.
- The 50th Anniversary Homecoming event will be held Saturday, September 15th from 11:00am – 2:00pm on Kish's campus. The formal unveiling ceremony will be at 1:00 pm. Lunch will be open to the public.

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 FY19 budgeted revenue by \$254,998 due to receiving \$304,057 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 \$84,700 in Fall Academic Achievement Scholarships, Staff Waivers and Dependent Waivers.

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 – The Board was provided with the monthly KEC financial report.
Monthly KEC Financial
- INFORMATION & REPORTS- 5 Ms. Hansen provided the Board with the 5-Year Budget Projections.
Year Budget Projections
- OLD BUSINESS – BoardDocs Ms. Ohlinger discussed with the Board the dates for the BoardDocs implementation. A
Implementation representative from BoardDocs will be at the College on Tuesday, October 9th beginning at
3:30 pm prior to the regular scheduled Board meeting.
- OLD BUSINESS- AQIP Timeline The Board was provided with the Higher Learning Commission re-accreditation timeline.

Ms. Green stated that the next step is the Federal Compliance Report. In preparation for the
April site visit, the College needs to provide the opportunity for the public and our
Stakeholders to comment on our accreditation process.

Dr. Borowicz commended Dr. Kanter and Ms Green on their leadership and the accreditation
project.
- NEW BUSINESS – Approval of The Board was asked to approve the AV bids for the upgrades to the audio-visual system
AV Bids for Jenkins and A1225 serving Jenkins Auditorium and A1225 in the amount of \$140,254. The College received one
bid from Fatham Media.

On a motion by Dr. Hammon, seconded by Mr. Doubler, and on a roll call vote, the Board
approved the AV bids for Jenkins and A1225. Those voting “aye” were: Ken Doubler, Robert
Burke, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Johnathan Prose.
- NEW BUSINESS- Approval of The Board was asked to approve the Life Insurance Tax Liability. The total expense to the
Life Insurance Tax Liability College to cover January through December is approximately \$14,000. Beginning January
15th, employees will be responsible for covering the tax effect. The employees will have the
option reduce their coverage or have their taxes withheld.

On a motion by Ms. Watkins, seconded by Dr. Burke and on a roll call vote, the Board
approved the Life Insurance Tax Liability. Those voting “aye” were: Robert Hammon, Linda
Mason, Kathy Spears, Ken Doubler and student advisory vote Jonathan Prose.
- NEW BUSINESS- Recommendation for Archives The Board was asked to approve the re-naming of the College’s archives to the Byro Family
Naming Archives. The Byro family were the original landowners of the Kishwaukee College property.

On a motion by Dr. Burke, seconded by Mr. Doubler, and on a roll call vote, the Board
approved the recommendation for Archives naming. Those voting “aye” were: Robert
Hammon, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Jonathan
Prose.
- NEW BUSINESS – Review of On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board voted
Closed Session Minutes. unanimously that the minutes of June 12, 2018, May 8, 2018, April 10, 2018, March 13, 2018,
February 20, 2018, January 16, 2018 remain closed at this time due to the information
regarding collective bargaining, the appointment, employment, compensation, discipline,
performance or dismissal of specific employees of the public body or legal counsel for the
public body and pending litigation.

The Board authorized the destruction of the audio tapes of July 12, 2016, August 9, 2016,
September 13, 2016, October 11, 2016, November 8, 2016, December 13, 2016 and January
10, 2017 which are older than 18 months.

Those voting “aye” were: Ken Doubler, Linda Mason, Kathy Spears, Bobbi Burke Kathy
Watkins 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 Dr. Hammon’s airfare to the ACCT Leadership Congress in New York October 24-27th.

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

Mr. Johnson presented to the Board a letter he received from Mr. Mike Anderson. Mr. Anderson requested that the Board of Trustees vote “no” on the approval of the \$40,001.50 to Blumen Gardens.

The Board was asked to approve the professional services from Blumen Gardens. Blumen Gardens assisted the College’s grounds maintenance crew and helped prepare the grounds for the major donor event on July 19th. Dr. Borowicz mentioned to the Board that the purchasing policy gives authorization to the President to make approval of up to \$50, 000, but felt it was also important to get Board approval as an emergency expense. Mr. Johnson stated that there were previous conversations regarding the Blumen Gardens expense.

Mr. Johnson stated that it is a big job to keep up with the campus landscaping. Mr. Johnson stated that hiring someone full time to keep up with the grounds would cost more than the amount being asked to approve.

On a motion by Dr. Hammon seconded by Ms. Spears and on a roll call vote, the Board approved the reimbursable expenses because of an emergency or other extraordinary circumstances.. Those voting “aye” were: Ken Doubler, Robert Hammon, Linda Mason, Kathy Watkins and student advisory vote Jonathan Prose.

BOARD MEMBER DISCUSSION-

Mr. Johnson will be attending the ICCTA Seminar & Meeting on September 14th. Ms. Spears stated that she will be attending on Friday. Dr. Borowicz will be in Peoria Thursday and Friday for ICCCP Annual Presidents Retreat.

Dr. Borowicz mentioned to the Board that she and Ms. McCluskey will be attending the Robbins Schwartz Annual Legal Update for Illinois Colleges on Friday, September 7th.

The October 23rd Board Executive Committee will be moved to October 22nd.

Dr. Nicklas gave a brief report about the City of DeKalb’s proposed tax increment financing district for the city’s central business district. Kishwaukee College and each of the affected taxing bodies has a seat on a Joint Review Board (JRB), which reviews proposed TIF plans or amendments. Dr. Nicklas served as a proxy for Dr. Borowicz at a JRB meeting on August 7. Dr. Nicklas reported that the JRB’s deliberations on the proposed DeKalb TIF plan were continued until September 4 to allow time for further technical discussions among officials of the City of DeKalb, the DeKalb School District, and DeKalb County.

Dr. Nicklas provided the board with an update on the Water Reclamation District. There was an informational meeting in June. The matter has been tabled. Dr. Nicklas was told that it would be useful for Kish to meet with the Village of Malta Finance Officer that knows the budget of the Village. If Kish were to go in alone it would be three times the cost as of doing it as a partnership. Mr. Johnson stated that he is willing to sit in on the meeting.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of July 10, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Appointments*
 - Appointments
 - Chase Budziak, Dean, Liberal Arts/Science/Business (\$94,000 annually)
 - David Dammon, Associate Dean, Career Technologies (\$73,000 annually)
 - Kyra Rider, Associate Dean, Math/Science/Business (\$73,000 annually)
 - Phylicia Hampton, WIOA Youth Career Planner (\$35,525 annually)
 - Kristin Taylor, Accommodations Specialist (\$19.89/ hr)
 - Mark Hernandez, Head Coach, Baseball (\$11.41/hr)
 - Mr. Johnson welcomed Associate Dean of Health and Education Mindy Finch

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.

Kishwaukee College has added four new athletic teams this Fall.

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report.

Dr. Borowicz presented the FY18 Goals Summary and Proposed FY19 Proposed College Goals. She will be sharing them at in-service with the staff.

ADJOURNMENT

With no further business coming before the Board, Robert Johnson asked to adjourn the meeting at 7:41 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