

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting

January 16, 2018

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| 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, January 16, 2018, in the C-2175 Founders Board Room. |
| ROLL CALL | <p><u>MEMBERS PRESENT:</u> Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears Kathy Watkins Philip Oliver, Student Trustee</p> <p><u>MEMBERS ABSENT:</u> Bobbi Burke</p> <p><u>STAFF PRESENT:</u> Laurie Borowicz, President; Chase Budziak, Dean MSB; Matthew Crull, Director Research & Data Management; Missy Gillis, Director Student Outreach & Educational Partnerships; Matt Feuerborn, Dean of CT; Kevin Fuss, Vice President Administration; Kayte Hamel, Executive Director of MPR; Jill Hansen, Comptroller; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; Mary Ann Kolls, Dean, WCE; 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; Brandon McCullough, Faculty; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services, Cynthia Stonesifer, Director Financial Aid; Billi Tierney, Coordinator Job Seeker Services.</p> |
| 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 | <p>On a motion by Ms. Spears, 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: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Spears, Kathy Watkins and student advisory vote Philip Oliver. Dr. Borowicz, Dr. Nicklas, Mr. Fuss, Dr. Kantner, Ms. Rothmeyer, Mr. McGarry, Ms. Hamel, Ms. McCluskey and Ms. Ohlinger were invited to attend closed session.</p> <p>The closed session began at 5:31 p.m. and ended at 6:02 p.m.</p> |
| RECOVENE OPEN SESSION | The open session resumed at 6:05 p.m. |
| PUBLIC COMMENT COMMUNICATIONS | None |
| PRESENTATION | <p><u>Employee Satisfaction Survey Results</u></p> <p>Matt Crull provided an overview of the Employee Satisfaction Survey results. Dr. Hammon asked about responses in comparison to the length of service at the College. Mr. Crull stated that as is normal at most institutions lower satisfaction is reported by employees that have been at the College for a longer length of time. The Board thanked Mr. Crull for the information.</p> |

PRESENTATION

Mr. John Newton was unable to attend the meeting and present on the Strategic Planning Process. We will move this agenda item to the February Board meeting.

COMMITTEE REPORTS

Audit Committee

Executive Committee – Reschedule BOT Exec meeting to January 30, 2018.

Finance Committee – We would like to schedule a meeting in February or March 2018.

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.

50th Anniversary Committee

- Mr. Doubler provided a report from the 50th Anniversary Committee.
 - They will host a kickoff on February 20, 2018, at 4 p.m. in the Student Lounge.
 - Ms. Hamel noted that we have received several proclamations for our 50th Anniversary.
 - Mr. Oliver noted that Phi Theta Kappa would like to help with the 50th. They are going to receive donations for Hope Haven and put together bussing bags. They are hoping to collect 50 bags in honor of our 50th anniversary.

Strategic Planning Committee

- Dr. Borowicz stated that Mr. Newton will provide a presentation next month.

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 \$2,215,714 due to receiving \$2,181,394 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. The extreme cold temperatures caused some issues with areas of the College freezing and causing pipes to burst. We had an air handler unit fail; we had to do emergency repairs to get the system up and running. The Board will be asked to take action on these repairs later in the meeting.

INFORMATION & REPORTS –
Monthly KEC Financial

The Board was provided with the monthly KEC financial report.

INFORMATION & REPORTS –
Succession Plan

The Board was provided with a succession plan for cabinet level staff. Staff are being asked to include professional goals into their evaluations this year so that all staff have the opportunity to discuss their desire for professional development and or advancement.

INFORMATON & REPORTS –
Student Success Scholarship
Outcomes

The Student Success Scholarship appears to not have made a significant difference in student retention. We attempted to promote the program as much as possible this fall and will continue for the Spring semester. Information on the Tier II scholarship will go out this month.

OLD BUSINESS – KEC
Partnership Update

Dr. Borowicz stated we are working on an agreement. There are no further updates.

OLD BUSINESS – K12 &
Kishwaukee College Board
Collaboration Meeting

The Board was provided with an update on the scheduling of a collaboration meeting. The date that works best is February 22, 2018. We have three districts that have committed one or two individuals each. Dr. Borowicz will ask at tomorrow's KEC partnership meeting if others are available to attend.

Mr. Johnson offered to send a letter to their Board encouraging participation from those that have not responded. Dr. Hammon suggested postponing the meeting if we are unable to get enough participation.

NEW BUSINESS – ICCTA
Awards

The Professional Board Staff member award is going to the February Board meeting. In March, we will be submitting three additional awards.

NEW BUSINESS – Policy Manual
Revisions

Dr. Hammon made a motion that we waive the first reading of the policy manual revisions brought before the Board. Ms. Mason seconded the motion and on a roll call vote the Board voted in favor of waiving the first reading of the policy manual changes and will take action on the policy revisions presented.

Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual
Revision – 2.13.08 Drug/Alcohol
Usage & Testing Policy

The Board asked to table this agenda item until further information could be provided to the Board.

NEW BUSINESS – Policy Manual
Revision – 2.13.11.01 Equal
Employment Opportunity &
Affirmative Action

The policy revision submitted for consideration re-words our Equal Employment Opportunity & Affirmative Action, and to incorporate all areas that are currently covered as non-discriminatory.

On a motion by Dr. Hammon, seconded by Ms. Mason, and on a roll call vote, the Board approved the revisions to Board Policy 2.13.11.01 Equal Employment Opportunity & Affirmative Acton. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual
Revision – 2.13.19.11 Victims
Economic Security & Safety Act
(VESSA)

This policy addition addresses the need to add a policy ensuring the College is committed to full compliance with this act, which provides employees leave to seek service, assistance, safety or legal remedies to address domestic violence, stalking, or sexual assault directed at themselves or at a family or household member.

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board approved the revisions to Board Policy 5.11 Purchasing Policy. Those voting "aye" were: Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual
Revision – 4.06.02 Medical
Marijuana (Cannabis)

The Board asked to table this agenda item until further information could be provided to the Board.

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

There were no travel expenses for any member of the Board of Trustees this month.

NEW BUSINESS – Approval of Travel Expenses that Exceed the Maximum Allowable Reimbursement

The Board was asked to approve travel expenses for Dr. Joanne Kanter, Vice President of Instruction in the amount of 194.85 for travel to the ICCCAO Fall meeting on November 15-16, 2017 for lodging. The conference facility was totally booked and Dr. Kantner had to make alternative arrangements at a nearby hotel.

On a motion by Ms. Watkins seconded by Dr. Hammon, and on a roll call vote, the Board unanimously approved the travel expenses for Dr. Kantner in the amount of \$194.85. Those voting “aye” were: Ken Doubler, Robert Johnson, Robert Hammon, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

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

The Board was asked to emergency expenditures for a make up air unit (MAU#4). The unit quit working and was needed to be replaced immediately. The estimated cost is \$5,000. The Board approved the immediate expenditure in an amount not to exceed \$5,000.

On a motion by Ms. Watkins seconded by Mr. Doubler, and on a roll call vote, the Board unanimously approved the emergency expenditure in an amount not to exceed \$5,000. Those voting “aye” were: Ken Doubler, Robert Johnson, Robert Hammon, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Board Member Discussion

The ICCTA Northwest Region Meeting at Sauk Valley College has been moved to Thursday, April 5, 2018.

Mr. Johnson asked if the Board was interested in holding a retreat this year. The Board decided to defer a decision until they have had an opportunity to see if there is a need to tie this into the strategic planning process.

Ms. Watkins stated that Pam Blickem’s husband unexpectedly passed away. She was a previous trustee at the College.

Mr. Johnson and Dr. Borowicz are attending the National Legislative Summit in Washington D.C. in February.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of December 12, 2017*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - None
 - Appointments
 - Santina Swiger, Registrar, (\$55,000 annually)

On a motion by Ms. Watkins, seconded by Mr. Doubler, and on a roll call vote, the Board unanimously approved the Consent Agenda. Those voting “aye” were: 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 Student Representative’s Report to the Board.

PRESIDENT’S REPORT

Dr. Borowicz provided the President’s Report. Dr. Borowicz stated we administered a survey to new students in November 2017. We will bring an overview of the survey to the February Board meeting.

Senior Leadership Team held a retreat in December and completed a mid-year goal update. Dr. Borowicz reviewed areas we are focusing on going forward.

Dr. Borowicz noted we signed an agreement with NIU on our Nursing BSN, program. Ms. Chilton was asked about opportunities to offer partnerships with other four-year universities. Our arrangement with NIU is unique due to being a dual enrollment program.

The Annual Report to the Community will go out in February. It will also be available on our website. Dr. Hammon suggested taking the annual report to various businesses, chamber offices, nursing homes, etc.

As a Board, we may want to develop a certificate (resolution) to thank Bob Pritchard for his service to the College. Dr. Hammon suggested contacting Jeff and Paul and have a half hour meeting. They are the ones running to replace Bob.

ADJOURNMENT

With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:43 pm. On a motion by Ms. Watkins seconded by Ms. Spears, the Board voted unanimously to adjourn.

Secretary, Board of Trustees

Chair, Board of Trustees