

BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT #523

Regular Meeting
February 20, 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, February 20, 2018, in the C-2175 Founders Board Room.

ROLL CALL

<u>MEMBERS PRESENT:</u> Bobbi Burke Ken Doubler Robert Hammon Robert Johnson Linda Mason Kathy Spears Kathy Watkins Philip Oliver, Student Trustee	<u>VISITORS:</u> John Newton, John Newton & Associates, left the meeting at 6:06 p.m. Drew Zimmerman, Daily Chronicle
--	---

MEMBERS ABSENT:

STAFF PRESENT:

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; Kayte Hamel, Executive Director of MPR; Jill Hansen, Controller; Joanne Kantner, Vice President of Instruction; LaCretia Konan, Director of Business & Training Partnerships; 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; Nancy Partch, Dean of Student Services; Sonia Reising, Director Enrollment Services; Michelle Rothmeyer, Vice President of Student Services, Cynthia Stonesifer, Director Financial Aid

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

On a motion by Dr. Hammon, seconded by Mr. Doubler, 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, review of closed session minutes and collective bargaining negotiations.

Those voting "aye" were: Bobbi Burke, 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.

The closed session began at 5:33 p.m. and ended at 5:50 p.m.

RECOVENE OPEN SESSION The open session resumed at 5:50 p.m.

UPDATE ON WATER MAIN BREAK The College had a water main break occur over night on February 19, 2018. The campus was closed on Tuesday, February 20, 2018. We will need to do a 24-hour incubation of the system before we can reopen campus. We are hopeful that the report will come back clean and we can reopen on Thursday.

PUBLIC COMMENT None

COMMUNICATIONS None

PRESENTATION

Strategic Planning Process

John Newton from John Newton and Associates provided an overview of the strategic planning process. Mr. Newton stated that typically he would recommend that two Board members plan to participate on the steering committee. We would look at having a half-day session, during a Board retreat, to update the Board on strategic planning information. The full Board would then be involved in the ongoing process, providing guidance, and participate in feedback events.

We will look into having Mike Monaghan or another official representative present, to include a closed session for the Board's self-evaluation.

FA17 New Student Survey

Matt Crull provided an overview of the FA17 New Student Survey. Dr. Hammon recommended sharing the information from the survey on what student's wish they had known more about when walking into College. It would be beneficial to both counselors and parents when advising potential students. The Board noted that friends appear to be very influential and may be worth looking at for marketing referral and/or partnership incentives.

Mr. Oliver asked about offering CSD on an incentive basis. Students that have recently graduated take this class prior to attending full-time during the summer. This would provide personal experience with advising. He asked about the possibility of having this particular course offered at a reduced tuition rate if it is taken during the summer. Dr. Borowicz thanked Mr. Oliver for his participation in the student listening sessions and for his thoughts and suggestions on student related topics.

COMMITTEE REPORTS

Audit Committee - Geri Hayden has been asked to join the Audit committee.

Executive Committee

Finance Committee

Foundation Liaison Report

- Dr. Nicklas provided the Foundation report.
- Golf outing will be on June 8, 2018, location TBD
- Interested in providing help to economically disadvantaged students wanting to participate in our EMSA program (approximately 5 students) with the cost of the program.
- Dr. Borowicz noted that Dr. Kantner is working with Genoa-Kingston on proceeding with a 1+1+2 degree program.

50th Anniversary Committee

- Ms. Hamel provided a report from the 50th Anniversary Committee.
 - We did have to cancel today's 50th Anniversary Kick off due to the water main break.

Strategic Planning Committee

- The Board will attempt to hold a half-day retreat on April 10, 2018, prior to the start of the Board meeting. Dr. Borowicz will check with John Newton & Mike Monaghan to see if he is available to facilitate.

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 \$2,754,626 due to receiving \$2,493,910 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 Board asked if there was anything we need to be doing in regards to the water main break that occurred. Dr. Borowicz stated we will bring information back to the Board.
INFORMATION & REPORTS – Monthly KEC Financial	The Board was provided with the monthly KEC financial report. Dr. Borowicz will forward these electronically to KEC board members.
INFORMATION & REPORTS – IT Update	The Board was provided with an update to the technology plan for FY18.
OLD BUSINESS – KEC Partnership Update	Mr. Johnson reviewed a proposed intergovernmental agreement. If the Board is okay with the agreement Dr. Borowicz and Dr. Nicklas will provide it to the KEC at their meeting tomorrow. The Board directed Dr. Borowicz to proceed with providing them with the agreement.
OLD BUSINESS – K12 & Kishwaukee College Board Collaboration Meeting	Mr. Johnson will draft a letter to the K12 Boards.
NEW BUSINESS – Preliminary FY19 Budget Assumptions	<p>Dr. Borowicz provided preliminary FY19 budget assumptions. The Board asked about potential costs on the 4-year cost shift proposal for pensions. Dr. Borowicz stated they would be discussing this at their next president’s council meeting. The insurance change will not have a significant cost to the college at this time.</p> <p>Dr. Borowicz wrote a letter to the editor that she will share with the Board. She noted it is sad what is happening with the long-term consequences of the budget issues in our state.</p>
NEW BUSINESS – Annual Report to Community	The Board stated the Annual Report was very impressive. They thanked Ms. Hamel for her work on the document. There will be a chamber blast and social media push. The report will be provided via an electronic link to advisory committee members.
NEW BUSINESS – John Roberts Award	Mr. Doubler and Ms. Mason serve on the John Roberts Award Committee. The committee is recommending Bob Pritchard as the nominee for this year’s award winner. On a motion by Mr. Doubler, seconded by Ms. Mason and on a voice vote the Board unanimously approved Bob Pritchard as this year’s recipient of the John Roberts Award.
NEW BUSINESS – Approval of College Calendar 2019-2020, 2020-2021, 2021-2022	<p>Since 2009, the College has brought three years of calendars to the board for your approval, with the intent that in the future the College, bring you an additional year on an annual basis so that the College will always be able to publish three years of calendars. This procedure greatly facilitates the planning process for the College and assists our students and the community.</p> <p>Upon the recommendation of Dr. Kantner and the Calendar Committee, the Board was asked to approve changes to the 2019-2020 and 2020-2021 College Calendars that were previously approved in December of 2016, and seek to approve the College Calendar for 2021-2022.</p>

- On the Campus Closure Calendar Academic Year 2019-2020 the request was:
 - Add one additional floating holiday on December 30, 2019 (we normally have 3). This would be approved on a non-precedential basis in order for the College to remain closed between Christmas and New Year's without having to open campus for Monday, December 30th.
 - Due to campus being closed on Friday's during the summer, we are scheduled to be closed on Friday, July 3, 2020, which is when we would have normally observed the 4th of July holiday. We are asking to observe the 4th of July on Thursday, July 2, 2020 on a non-precedential basis.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved the revisions to the 2019-2020 and 2020-2021 calendars along with the 2021-2022 proposed calendar. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Review of
Closed Session Minutes

On a motion by Ms. Watkins, seconded by Dr. Hammon, and on a roll call vote, the Board voted unanimously that the minutes of December 13, 2016, November 8, 2016, October, 11, 2016, September 13, 2016, August 9, 2016, and July 12, 2016 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.

NEW BUSINESS – Approval of
PHS Project –Water Heating
System

The Board authorized the destruction of the audio tapes of February 9, 2016, March 8, 2016, April 12, 2016, May 10, 2016 and June 14, 2016, which are older than 18 months. Mr. Fuss provided a proposal to replace the College's West Boilers and the hot water heating system for the west part of campus. In January 2018, the College issues a Request for Proposal for this work and bids were received for the projects on February 12, 2018. Twelve contractors were bidders of record and eleven bids were received.

The low bidder for the project was 1 Source Mechanical from DeKalb. The recommendation is to accept their based bid as well as Alternate 2 (hot water) and Alternate 3 (lighting) for a total project amount of \$487,575. This amount is within budget for the project.

On a motion by Dr. Hammon, seconded by Mr. Doubler, and on a roll call vote, the Board approved the bid recommendation in the amount of \$487,575. Those voting "aye" were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Approval for
AAS Agribusiness Program and
Two Certificates

Dr. Kantner stated we are seeking board approval to add an Associate of Applied Science in Agribusiness, a Certificate in Foundations of Agribusiness, and a Certificate in Precision Agriculture to the academic offerings beginning with the 2018-2019 academic year to meet the needs of students in the Kishwaukee College district.

- # 342 Associate of Applied Science-Agribusiness
- # 420 Certificate-Foundations of Agribusiness
- # 433 Certificate-Precision Agriculture

The A.A.S. Agribusiness degree program is designed to provide students with the knowledge and skills necessary for entry-level employment training related to a wide range of associated agricultural and agribusiness career pathways and/or transfer to a four-year degree program.

The Foundations of Agribusiness certificate provides students with a foundation in the agribusiness curriculum. It is primarily intended for those who are looking to enhance their skill-set in a short period of time, or who are attending part-time but are in need of a college credential for career advancement.

The Precision Agriculture certificate provides students with foundational skills and knowledge associated with agricultural fundamentals as well as the applications of GPS (Global Positioning System), GIS (Geographic Information System), and other emerging technologies in order to optimize crop production.

On a motion by Ms. Watkins, seconded by Dr. Burke, and on a roll call vote, the Board approved adding an Associate of Applied Science in Agribusiness, a Certificate in Foundations of Agribusiness, and a Certificate in Precision Agriculture beginning with the 2018-2019 academic year with the appropriate ICCB approvals. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Approval to
Close Paraprofessional Degree

Dr. Kantner provided a recommendation from Dean Bette Chilton to Eliminate Curriculum Code #485. The A.A.S. Para-professional Educator. The program was designed to prepare students seeking employment as teacher’s aides/assistants in K-12 education institutions. There has been low student demand for and few enrollments in the A.A.S. program. ISBE requirements for paraprofessional educator licensure require individuals to have (1) completed a high school diploma or equivalency; (2) completed two years of study at an institution of higher education; (3) obtained an associate’s (or higher) degree; and (4) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics through the Regional Office of Education.

On a motion by Dr. Hammon, seconded by Dr. Burke, and on a roll call vote, the Board approved eliminating curriculum code #485, A.A.S. Para-Professional Educator. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Approval of
Bid Recommendation for West
Boiler

Mr. Fuss informed the Board that currently hot water heating to the west side of campus is accomplished using two water boilers installed in 1992 and 1993. Unfortunately, the water heating boiler installed in 1993 has failed and is no longer functioning. This leaves the College with a single 25-year-old domestic water-heating boiler that is nearing the end of its useful life. In the past few years there have also been failures of the water recirculation pump and the heater to the storage tank. Additionally, the College no longer has the expanded hot water needs for which these tanks were designed. The existing system is oversized for the current hot water needs of the College and maintaining the temperature and volume of storage in a 1,500-gallon domestic water storage tank is energy inefficient and expensive.

The proposed project will include replacing the hot water heating system as well as reconfiguring the existing piping, flues, combustion air and electrical connections as required to connect to the new water heating system. The scope of work for this project includes a demolition of the existing 1,500-gallon domestic water storage tank, two domestic water heating boilers, and the associated piping and flues. The existing system will be replaced by two direct-fired high efficiency water heaters with new tanks and a recirculation pump. The new domestic water heating system will be configured with a header system capable of future expansion.

The total estimated cost of this project is \$90,750. The College would bring any request to actually do the work to the Board for final approval. Current PHS dollars should be available to complete this project.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board approved the bid recommendation for the west boiler at a proposed \$90,750. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

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. Mr. Doubler 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: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual Revision – 2..05.01 Temporary Full-time Faculty Benefits The policy revision submitted for consideration would revise the current policy to remove temporary full-time faculty life insurance. Our carrier does not allow temporary employees to receive the life insurance benefit. Policy 2.05.01 Temporary Full-Time Faculty Benefits.

On a motion by Ms. Watkins, seconded by Ms. Spears, and on a roll call vote, the Board approved the revisions to Board Policy 2.13.29 Tuition Reimbursement. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS – Policy Manual Revision – 2.13.29 Tuition Reimbursement The policy revision submitted for consideration would revise the current policy for non-bargaining unit employees to state they must be employed in a full-time position for 12 consecutive months prior to seeking tuition reimbursement. Policy 2.13.29 Tuition Reimbursement.

On a motion by Dr. Burke, seconded by Ms. Mason, and on a roll call vote, the Board approved the revisions to Board Policy 2.13.29 Tuition Reimbursement. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Robert Johnson, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver.

NEW BUSINESS - Approval of Travel Expenses for any Member of the Board of Trustees There Board was asked to approve travel expenses for Bob Johnson attending the ACCT Summit in Washington D.C., on February 11-14, 2018. The total was \$844.65.

On a motion by Ms. Mason, seconded by Dr. Hammon, and on a roll call vote, the Board approved travel expenses for trustee Robert Johnson in the amount of \$844.65. Those voting “aye” were: Bobbi Burke, Ken Doubler, Robert Hammon, Linda Mason, Kathy Watkins, Kathy Spears and student advisory vote Philip Oliver. Robert Johnson abstained from the vote.

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.

NEW BUSINESS – Board Member Discussion The ICCTA Northwest Region Meeting at Sauk Valley College has been moved to Thursday, April 5, 2018. Dr. Borowicz will forward details as they become available.

Mr. Johnson provided an overview of information he obtained at the ACCT Conference in Washington D.C. He was unable to meet with Adam Kinzinger. He did get an opportunity to meet with Randy Hultgren’s aide and both Illinois senators.

There is an ICCTA meeting in March, Mr. Johnson and Ms. Spears are planning to attend.

Board Member Discussion (cont'd) Ms. Watkins recommended that the College send a few trustees to the ACCT conference in New York.

Mr. Johnson provided a one-page highlight of the February ICCTA Board report. They are encouraging Boards to provide information on ICCTA events.

Mr. Johnson and Dr. Hammon agreed to serve on the strategic planning committee as representatives of the Board.

CONSENT AGENDA

The items in the Consent Agenda included:

- A. Minutes of Regular and Closed session of January 16, 2018*
- B. Report of Budgetary Revenues and Expenditures*
- C. Accounts Payable Recap*
- D. Cash and Investment Report*
- E. Staff Resignations/Appointments
 - Resignations
 - Michelle Jones, HR Specialist
 - Karen Barron, Nursing Faculty
 - Appointments
 - Jessica Anderson, Assistant marketing Director /Bookstore Manager, (\$58,000 annually)

On a motion by Dr. Burke, seconded by Ms. Watkins, 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 Student Representative's Report to the Board.

PRESIDENT'S REPORT Dr. Borowicz provided the President's Report.

ADJOURNMENT With no further business coming before the Board, Mr. Johnson asked to adjourn the meeting at 7:50 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