Mr. Jacqueline Agee, Chair, convened the 766th Regular Meeting of the Board of Illinois Community College District No. 515 at 5:02 p.m., Tuesday, October 28, 2014, in the Board Room of the College.

ROLL CALL:

Board Members Present
Ms. Jacqueline Agee, Chair
Mr. Marc Wiley, Vice Chair
Ms. Peg Donohue
Ms. Brunetta Hill-Corley
Mr. Wendell Mosby
Ms. Cindy Somer, Secretary
Mr. DaRon Johnson, Student Trustee

Board Members Absent
Dr. Kathleen Doyle

Table Participants Present
Dr. Terri L. Winfree, President
Ms. Patricia Gallagher Trost, Board Recorder
Dr. Marie Hansel, Vice President, Academic Affairs
Dr. Thomas Saban, Vice President, Finance and Administration
Mr. Craig Schmidt, Vice President, Community and Economic Development
Dr. Gregory Thomas, Vice President, Student Affairs and Dean of Students
Mr. Andy Schott, Faculty Representative
Ms. Peggy Jones, Support Staff Representative

Table Participants Absent
Mr. Emmanuel Lopez, Student Representative

Administrators Present
Ms. Diane Conatser; Mr. David Cronan; Ms. Deborah Havighorst; Ms. Kristina Howard; Ms. Marina Kibardina; Ms. Kim Kunce; Ms. Kelly Lapetino; Ms. Paulette Maurer; Ms. Grace McGinnis; Ms. Jaime Miller; Mr. John P. Murphy, Sr.; Dr. Debra Prendergast; Mr. Felix Simpkins; Dr. Susan Solberg; Ms. Jennifer Stoner; Ms. Patty Zuccarello

Faculty Members Present
Dr. Christa Adam; Mr. Ed Schwarz; Ms. Vivian Zimmerman

Staff Members Present
Mr. Nathan Albert; Ms. Crystal Alston; Mr. Jay Barriga; Ms. Lesia Barnes; Mr. Will Berkley; Mr. Fred Davenport; Ms. Hattie Gipson; Ms. Alanda Gray; Ms. Teresa Guia; Ms. Lisa Hansen; Ms. Dewoun Hayes; Ms. Elizabeth Logan; Ms. Helen Manley; Ms. Esther Pacheco; Ms. Cheri Taylor-Lawton; Ms. Camille Willoughby; Mr. John Woodyatt
Other
Ms. Julie Diemer, DelGaldo Law Group; Mr. Matthew Geerdes, Crowe Horwath; Ms. Diane Johnson, PSC student; Ms. Linda Nowicki, PSC student; Ms. Lyn Oliveriel, PSC student; Ms. Stephanie Tones, PSC Student; Mr. Cornell Webb, PSC Student

ORAL/WRITTEN PUBLIC COMMUNICATIONS
There were none.

INTRODUCTIONS/RECOGNITIONS

Jennifer S. Fallick Cancer Support Center
Ms. Karen Horn, director of development of the Jennifer S. Fallick Cancer Support Center presented the college with a trophy for being the top fundraising school for the Walk of Hope for the 13th year in a row. She thanked Ms. Lesia Barnes, program specialist, for coordinating the college’s efforts.

Introduction of New Administrator
Dr. Gregory Thomas, vice president of student affairs, introduced Mr. Felix Simpkins, newly appointed dean of student development and campus life.

Sabbatical Leave Presentation – Associate Professor Max Hammond
Dr. Marie Hansel, vice president of academic affairs, introduced Associate Professor of Humanities Max Hammond. Associate Professor Hammond gave an overview of his work done during his recent sabbatical.

Auditor Presentation
Dr. Thomas Saban, vice president of finance and administration, introduced Mr. Matthew Geerdes, senior manager, Crowe Horwath.

Mr. Geerdes thanked the college’s staff for their assistance in providing the documentation requested in a timely manner. The auditor’s report indicates that the independent report on the basic financial statements, the report on the state grant activities, the independent report on the enrollment data and the report on the requirements for each major program were considered unmodified, meaning that it is a clean opinion. It is the best opinion that Crowe Horwath can give. Revenues increased by about $800,000 and property tax revenue increased by $500,000. Property tax represents 31% of the total revenue of the college. State revenue increased by a little over $1 million compared to the prior year and that was due to increases by the State Capital Development Board for some of the projects that had been implemented in the prior year. Federal grants had actually decreased by about $1.5 million and that was due to a drop in Pell. In other words, as enrollment declined, less students are actually taking Pell so the revenue is not recognized, but the offset of that is those Pell dollars were not actually spent. Intergovernmental payments increased by about $400,000. Intergovernmental payments is the State Universities Retirement System, the payment the state makes to the pension fund. The college recognizes the revenue to account for these pension contributions and then is offset dollar for dollar for the expenditure. Gross tuition was up 2.6% compared to the prior year. Net tuition was up by about 10% as compared to the prior year. The collections from the student accounts were better than the prior year. Student grants and other waivers decreased. When looking at the overall picture of where the college’s investment income is, it is not as large compared to the college’s total revenue projection. Last year there was a $65,000 loss and this year it was $69,000 net gain. This was due to management’s decision to reallocate the investment portfolio of the college. The college’s expenses increased by 0.1%.
Mr. Geerdes noted that he reviewed where the college has been over the past few years as far back as fiscal year 2010. Over the last five years, the state’s economic condition has been challenging. The total revenue for fiscal year 2010 was $35.3 million compared to this year’s total of $46.6 million. There is an upward trend in revenues. This is due to increases in tuition rates to offset operating costs, increased property taxes and the corporate proper replacement tax and even though the EAV has gone down, the tax break has compensated to make sure the college’s income from property taxes is meeting its needs. The SURS contribution in FY2010 was $3.4 million and this year it was $6.9 million. While the revenues did increase over the past few years, the expenditures also increased but at a much slower pace.

The net position is the college’s assets minus all of its liabilities. Basically, the net position is the college’s reserves, the fund balance per se, and that number has increased over the years to about $4.3 million. It’s gone up and it’s gone down, but over the past several years it has generally tracked upward. This indicates that the college is starting to build its reserves.

Mr. Geerdes reviewed the Balance Sheet. Long term debt decreased from $11.4 million to $10.1 million. Last year the capital contributions received from the Capital Development Board were about $350,000 and this year the college received about $800,000.

In looking at the Education Fund, the operating revenues increased by about 5% and that’s due to property taxes and making sure the tuition was appropriately recognized. The expenditures were fairly flat compared to the prior year. Last year in the Education Fund, the college had about 1.4 months of fund balance to cover expenses; this year that number is about 2.3 months. The trend is in the right direction. Last year the revenues were about 12% of the fund balance; this year it is 17%.

With regard to the single audit, the auditor tests specific programs. The financial aid area is one program that is always tested because it is by far the largest program on campus. In addition, the auditors look at programs they tested in prior years and programs that have been flagged as high risk by the federal government. This year the Perkins Grant was tested. The prior year four major programs were tested. Except for financial aid, those programs did not have any findings. Student financial aid is tested every year. With regard to smaller programs, the federal government allows the auditor to rotate what programs are tested.

When the auditor was reviewing the property tax revenues, and the way they are recognized, there was an adjustment that was required because the property taxes that were being recognized as revenue did not go along the lines with the applicable Board policy. It was brought to management’s attention and management provided the documentation that it made the correction to the financial statements. Since it was a larger adjustment, it has to be reported as a finding in the financial statement section of the single audit. The second item has to do with manual journal entries. The college’s policies require that in addition to the documentation being provided that the document is actually signed by an independent person to make sure that it has been properly reviewed. In the sample taken, there were two entries within a stack of journal entries on a certain day that were not signed. When investigated with management, it turned out that the reviewer did not actually sign the document. The journal entries were of an appropriate business nature and with appropriate supporting documentation, but the actual sign-off was not there. It had to be reported as a finding. It was two out of 32 journal entries.

The college supplies the FISAP report to the Department of Education every year. The report covers what was spent during the year, enrollment, who was involved in the Pell program, and who was involved with the Federal Work Study program. The auditor noted a material calculation error in that report. It had to be reported as a finding. As a result of this, it did not affect the college’s eligibility nor the amount of dollars available for the college to draw down. During the examination of student financial aid files, the
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Auditor noted one student who had filed an application for a loan, and then amended their application. Therefore, the aid that was initially applied for did not meet the guidelines. The aid was disbursed, but the aid was not needed. This was noted as a finding. The financial aid department is working on changing the classification of the loan from subsidized to unsubsidized loan. In addition, the auditors looked at the return of funds calculation which is when a student withdraws from an institution and then based on the time they had been with the institution some of the aid has to be returned to the federal government. Two students out of the sample reviewed, there is a 45 day window when a student withdraws, officially or unofficially, the institution can perform the calculation. The calculation was done, but it was past the 45 day window. In another sample, the college over-returned aid back to the Department of Education by $7,000. There was one student that had an under-return of $135. Because of those items, the auditor had to report a finding on the single audit report. These items are considered material adjustments.

Two items were found that were not material which means the college did not have to make an adjustment. One was with some of the accrued expenses. There was a difference in the amount of accrued expenses and another one where a capital project did not have the capitalized interest brought into the calculation.

Ms. Agee asked how the college’s financial aid findings compares to other colleges. The student financial aid cluster is the most complex cluster of financial aid that the Department of Education offers. There are a lot of requirements and having findings is not unheard of. Other institutions have had them before. Comparatively, the college is on track. The findings from last year’s audit were not repeated.

Mr. Mosby noted the word “material” is used generically; however, the college had some significant deficiencies in both financial statements. Mr. Geerdes stated that items that appear in the single audit report are material and significant. Mr. Mosby pointed out that Mr. Geerdes stated that the FISAP report findings would not compromise the college’s ability to offer financial aid despite the fact that there was an error on the report. There were a couple of incorrect disbursements in the single audit report, but at this point, the Department of Education has not, as far as the auditors know, flagged the college for additional review. The Department of Education does do reviews on results of single audit reports and there could be inquiries and, in some cases, there have been additional site reviews by the Department of Education. However, the auditor is unaware of any community college in the state of Illinois that has ever had their financial aid revoked.

Mr. Mosby will reserve the balance of his questions for administration.

Tutoring Presentation
Dr. Debra Prendergast, dean of business, math and science gave a presentation on the Student Success Center.

CONSENT ITEMS

Ms. Donohue moved and Mr. Mosby seconded that the Board of Trustees approves the following items of consent:

Minutes
That the Board of Trustees approves the Minutes of the 765th Regular Meeting of September 30, 2014; as presented.
Full-Time Faculty Overloads, Adjunct Faculty Salaries, and Compensation for Administrators, Staff and Retired Faculty on Teaching Assignments – Fall 2014, Sixteen-Week Classes and First Eight-Week Classes (Credit Courses)
That the Board of Trustees approves the full-time faculty overload compensation in the amount of $246,213.60, adjunct faculty compensation in the amount of $930,594.20, and compensation for administrators, staff and retired faculty on teaching assignments in the amount of $43,320, for sixteen-week classes and the first eight-week classes of the 2014 fall term (credit courses).

Adjunct Faculty Compensation for the Fall 2014 Term (Non-Credit Courses)
That the Board of Trustees approves the adjunct faculty compensation in the amount of $120,183, for the fall 2014 term (non-credit courses).

Designation of Deputies for April 2015 Election
That the Board of Trustees confirms their approval of the designation of Ms. Patricia Trost and Crystal Alston, as the persons authorized to accept nominating petitions from prospective candidates on behalf of the Secretary of the Board of Trustees for the Election to be held on Tuesday, April 7, 2015, and furthermore that Ms. Trost be designated as the local election official to act on behalf of the Secretary of the Board of Trustees for the election.

Bills Payable –FY2015
That the Board of Trustees approve the FY2015 List of Bills Payable for October, as indicated in the enclosure.

Upon the call of roll, the vote was as follows:

Ms. Agee Aye
Ms. Donohue Aye
Ms. Hill-Corley Aye
Mr. Mosby Aye
Ms. Somer Aye
Mr. Wiley Aye
Mr. Johnson Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

ACTION ITEMS

EXECUTIVE SESSION
Ms. Hill-Corley moved and Ms. Agee seconded that the Board of Trustees go into executive session for the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity" and "litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."
Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Ms. Donohue Aye
Ms. Hill-Corley Aye
Mr. Mosby  Aye
Ms. Somer  Aye
Mr. Wiley  Aye
Mr. Johnson Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory, the motion carried and the meeting adjourned to Executive Session at 6:09 p.m.

RETURN TO OPEN SESSION:

Ms. Somer moved and Mr. Johnson seconded to return to Open Session at 7:02 p.m. All members voted Aye, and the motion carried.

Salary Increase

Ms. Somer moved and Ms. Hill-Corley seconded that the Board of Trustees approves a 10% increase in salary for Ms. Jaime Miller, Executive Director of Enrollment Services and Financial Aid, effective November 1, 2014.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Ms. Donohue Aye
Ms. Hill-Corley Aye
Mr. Mosby  Nay
Ms. Somer  Aye
Mr. Wiley  Aye
Mr. Johnson Aye

The vote being five (5) Ayes, one (1) Nay, and one (1) Advisory; the motion carried.

Salary Increase

Ms. Somer moved and Mr. Johnson seconded that the Board of Trustees approves a 5% increase in salary for Ms. Kristina Howard, Associate Dean of the Library, effective November 1, 2014.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Ms. Donohue Aye
Ms. Hill-Corley Aye
Mr. Mosby  Nay
Ms. Somer  Aye
Mr. Wiley  Aye
Mr. Johnson Aye

The vote being five (5) Ayes, one (1) Nay, and one (1) Advisory; the motion carried.
Classification Change – Appointment of Collection Management Librarian and Assistant Professor

Mr. Johnson moved and Ms. Donohue seconded that the Board of Trustees approves a position classification change for Mr. Matthew Steele, moving him from the managerial band to a full-time tenure track faculty member, effective November 3, 2014, at a salary of $43,494.

Upon the call of roll, the vote was as follows:

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Health Insurance – 2015 Plan

Ms. Donohue moved and Ms. Hill-Corley seconded that the Board of Trustees approves the 2015 Health Insurance Plan.

Upon the call of roll, the vote was as follows:

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Purchase Recommendation - Web Content Management System

Ms. Hill-Corley moved and Ms. Somer seconded that the Board of Trustees approves the purchase of a web content management system from Omni Update in the amount of $38,500 which includes a license for ten users, implementation, silver support, and migration of current site and the licensing and maintenance fee totaling $56,000 for the following four years at $14,000 per year.

Upon the call of roll, the vote was as follows:

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.
Exterior Sidewalk Replacement Phase I
Ms. Hill-Corley moved and Ms. Donohue seconded that the Board of Trustees approves the Exterior Sidewalk Replacement Phase I project at an estimated cost of $130,000.00, including architectural/engineering services, construction costs and contingency.

Upon the call of roll, the vote was as follows:

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<td>Ms. Agee</td>
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<td>Ms. Donohue</td>
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<td>Mr. Mosby</td>
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<td>Mr. Wiley</td>
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<td>Mr. Johnson</td>
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The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Purchase Recommendation – Web Advisor Programming Services
Ms. Donohue moved and Ms. Hill-Corley seconded that the Board of Trustees approves the professional services agreement with The Ferrilli Group for up to 120 hours of custom programming services at $165 per hour, for a total of $19,800 to be billed as incurred.

Upon the call of roll, the vote was as follows:

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<td>Ms. Agee</td>
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<td>Ms. Hill-Corley</td>
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<td>Mr. Mosby</td>
<td>Aye</td>
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<td>Mr. Wiley</td>
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The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Contract Approval – Wholeben, LLC
Ms. Hill-Corley moved and Ms. Donohue seconded that the Board of Trustees approves the contract to employ Dr. Brent Wholeben, Principal Member, Wholeben, LLC of Illinois as an external evaluator for the period October 1, 2014-September 30, 2015 for the purpose of auditing the data of the Predominantly Black Institution (PBI) competitive grant: SySTEMic Change. The consulting fee, not to exceed $30,000.00, will be paid out of the FY14 PBI-STEM grant over a 12-month period.
Upon the call of roll, the vote was as follows:

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Budget Transfers – September 2014
Ms. Hill-Corley moved and Ms. Somer seconded that the Board of Trustees approves the budget transfers for September, as indicated in the enclosure.

Upon the call of roll, the vote was as follows:

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.

Tentative Tax Levy
Dr. Saban explained the process for preparing the tax levy.

Ms. Donohue moved and Mr. Johnson seconded that the Board of Trustees approves the tentative tax levy for 2014.

Upon the call of roll, the vote was as follows:

- Ms. Agee: Nay
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Nay
- Mr. Wiley: Aye
- Mr. Johnson: Aye

The vote being four (4) Ayes, two (2) Nays, one (1) Advisory; the motion carried.

Presentation of FY2014 Comprehensive Annual Financial Report and Audit
Since there are always systemic issues with the financial aid area, Mr. Mosby reviewed the organizational chart. He asked if the Financial Aid department has all the necessary resources to function at a very high level. Mr. Mosby suggested having an assistant director may help. Ms. Jaime Miller, executive director
of enrollment services and financial aid, explained that there are now two managers within the
department. One oversees service, the other oversees process flow. She believes the college needs to
look at the staffing level and at what level more staff may be needed.

Mr. Mosby would like to see an audit where financial aid does not have any findings.

*Ms. Hill-Corley moved and Ms. Donohue seconded that the Board of Trustees accepts the FY2014
Comprehensive Annual Financial Report and Audit, as presented.*

Upon the call of roll, the vote was as follows:

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<td>Ms. Agee</td>
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<td>Ms. Donohue</td>
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<td>Mr. Wiley</td>
<td>Aye</td>
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<tr>
<td>Mr. Johnson</td>
<td>Aye</td>
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*The vote being six (6) Ayes, no (0) Nays, one (1) Advisory; the motion carried.*

**REPORTS**

President’s Report
Dr. Winfree reviewed the upcoming events, specifically pointing out the Veterans Day events.

President’s Cabinet Monthly Reports
Dr. Hansel, Dr. Saban, Mr. Schmidt and Dr. Thomas were available for questions on their reports.

Monthly Financial Report
Dr. Saban reviewed the report.

Sustainability Report
Dr. Winfree pointed out the Sustainability Report prepared by Ms. Allessandra Cairo, sustainability
coordinator. It is a compilation of the various sustainability initiatives and events that occurred in 2014.

**ITEMS FROM THE BOARD OF TRUSTEES**

Schedule for Future Board/College Events
In addition to the schedule included in the Board packet, there is a link to the calendar in Dr. Winfree’s
weekly update.

ICCTA/ACCT Report
Mr. Mosby reported that the ICCTA meeting was held during the recent ACCT meeting in Chicago.
They will be watching the election results. He announced the re-launch of the Reel Illinois competition.
It will titled “50 Voices” and will consist of 50 stories of faculty members and how they stand shoulder to
shoulder. The lieutenant governor will go out and congratulate the winners. Submissions will be due at
the end of the school year and he hopes to have more entries from the college. A formal announcement
will go out in November.
Ms. Donohue congratulated Mr. Mosby on bringing this idea to fruition.

Mr. Wiley reported the 2014 ACCT Leadership Congress just finished. The new chair is from our region which should help the college. It was a good meeting overall.

Mr. Mosby announced that he is in line to become president of the Black Caucus at the ACCT meeting in February 2015.

Mr. Johnson was called by the ACCT chair to sit at her table at a breakfast and the gala during the ACCT Leadership Congress. She would like to come to the college to speak about the strong leadership of women.

Prairie State College Foundation Report
The report is included in the Board packet.

Faculty Report
During this meeting, Professor Nicholson was reminded of the support the Board and administration has given during the sabbaticals approved for faculty. She speaks from experience. The long term benefit to the students, college, and the community is invaluable.

Support Staff Report
No report.

ADJOURNMENT
Mr. Mosby moved and Ms. Hill-Corley seconded that the Board of Trustees adjourn the meeting. All members present voted Aye, and the meeting adjourned at 7:34 p.m.

Jacqueline Agee, Chair

Cindy Somer, Secretary

Patricia Gallagher Trost, Board Recorder