

MINUTES  
FINANCE AND NEGOTIATIONS COMMITTEE MEETING  
OF McHENRY COUNTY COLLEGE

A meeting of the Finance and Negotiations Committee of the Board of Trustees of McHenry County College was held on Thursday, November 10, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Adams called the meeting to order at 8:06 a.m. When Trustee Larson called the roll, the following were present:

Mr. Parrish  
Ms. Walters  
Mr. Adams  
Ms. Miller  
Ms. Larson  
Ms. Liddell

ACCEPTANCE OF AGENDA

The agenda was amended as follows: item #9, Future Internal Audits Schedule, and item #10, Internal Audit Office Charter, were tabled in the interest of time. These items will be discussed if there is time; otherwise they will be added to the December Finance and Negotiations Committee agenda. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the Finance and Negotiations Committee meeting, October 20, 2011, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith spoke about last month's request to look into the TIPPAR (Trained in Purchasing Payment Area Representative) process. After brief explanation and discussion, it was agreed that Mr. West will look into the process. If needed, an internal audit will be conducted.

#### DISCUSSION OF 2011 TAX LEVY HEARING

The 2011 Tax Levy was discussed. Mr. West stated that the College can levy taxes the lesser of CPI or 5%; the CPI this year is 1.5. Mr. West explained the difference between the tax levy and the tax rate. The tax rate is a percentage on Equalized Assessed Valuation, and the tax levy is the actual dollar amount requested by the College.

Mr. West is proposing a 9.9% increase in the levy to encompass the County's new construction. He noted that the Equalized Assessed Valuation (EAV) figures should be received from the Assessor's Office shortly. Mr. Adams stated that it is important to note that proposing the 9.9% figure does not mean that the College is increasing the budget by that amount.

#### INTERNAL AUDITOR REPORT

Ms. Gonsiorek provided a report to Trustees Adams and Miller; which she will send to the full Board. She welcomes questions from the Trustees on this report.

#### FUTURE INTERNAL AUDITS SCHEDULE

This item was tabled due to time constraints.

#### INTERNAL AUDIT OFFICE CHARTER

This item was tabled due to time constraints.

#### STUDENT AFFAIRS REORGANIZATION, FINANCIAL IMPLICATIONS

The Committee discussed the financial implications of the proposed Student Affairs Reorganization. Dr. Smith explained that the salaries listed in the proposal are estimates based on discussions with the Human Resources Office; candidates hired may receive a different amount. Part of the reorganization cost is due to the fact that administrative leadership was needed to ensure success - Dr. Smith noted that coordinators are members of the Staff Council who cannot supervise other Staff Council employees. Dr. Miksa noted a \$23,000.00 savings in the previous Academic Affairs reorganization and stated the cost of this reorganization would technically be \$26,000.00. Ms. Miller noted that enrollment had increased tremendously. College forums regarding the reorganization will be held November 14 and 21, 2011.

Dr. Smith noted that funds were budgeted for this reorganization and stated that when the Dean of Students left last year, the position went unfilled, whose costs helped to fund the reorganization.

Mr. Parrish inquired whether a transition plan had been created and what transition costs would be associated with the reorganization. Dr. Miksa responded that the biggest cost would be recruitment; training cost would not be extensive. A tentative cost schedule will be worked up and shared with the Board.

#### SUMMARY COMMENTS BY BOARD MEMBERS

There was no discussion.

#### FUTURE AGENDA ITEMS

Ms. Larson spoke about the parking situation and asked that a report be created. Mr. Manke will address this issue with Wight & Company in connection with the Facility Master Plan.

A short break was announced at 9:00 a.m., after which the Committee will go into Closed Session.

#### CLOSED SESSION

Ms. Walters moved to go into closed session for (add text here) 1-5-21. Mr. Parrish seconded the motion.

There was no discussion. The roll was called and all were in favor; the motion carried. After a short break, closed session began at 9:11 a.m.

At 9:44 a.m., Ms. Walters moved to come out of closed session and Mr. Parrish seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:46 a.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Larson moved to accept the Closed Session minutes of the October 20, 2011 Finance and Negotiations Committee meeting, and Ms. Walters seconded the motion. A voice vote was taken and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Adams adjourned the meeting at 9:46 a.m.

---

Patricia Kriegermeier, Recording Secretary