

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Tuesday, May 15, 2012, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Adams called the meeting to order at 6:04 p.m.

When Secretary Walters called the roll, the following were present:

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

Ms. Rueda was absent. Mr. Daniel Curran was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Finance and Negotiations Committee meeting, April 17, 2012 and the minutes of the Facilities and Planning Committee meeting, April 19, 2012, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith reported that responses have been received to the Request for Information and Proposals (RFIP). A meeting with an interested party was held today and another meeting is scheduled for tomorrow. Dr. Smith explained that she is hopeful that ways can be found to pay for facilities other than by a bond referendum. Discussion on the June 16, 2012 Board Retreat followed and it was agreed to begin the retreat at 1:00 p.m.

PRESENTATIONS

New Student Convocation, Dr. Flecia Thomas, Dean of Student Success, and Ms. Christina Haggerty, Director of Marketing and Public Relations

Dr. Thomas, Ms. Haggerty and Ms. Reca Zipp spoke about the purpose and value of the New-Student Convocation, new features for this year's event, and provided student success statistics from last year's event. Ms. Reca Zipp stated that of the 178 students who attended Convocation last year, 93% were traditional age. Of those students, 82% received a "C" average or better during the first semester, compared to 72% of the students who did not attend. The persistence rate, also called retention, was 94% for students who attended convocation versus 84% for those who did not attend. A survey of first year students was conducted and as a result, focus will be given to student services offered. As most of the students who attended were traditional age, Dr. Smith asked whether planning is being done for engagement activities outside convocation for adult students who might not be able to attend. Dr. Thomas replied that networking opportunities for older students are being explored.

New Student Convocation will be held Thursday, August 16, 2012 and will begin with a resource fair at 9:00 a.m. with a resource fair, ceremony at 10:00 a.m., and faculty and student workshops at 11:00 a.m.. At noon a picnic is planned, with outside activities, weather permitting. Discussion followed on Trustee participation in this event.

DISCUSSION OF FY 2013 BUDGET

Dr. Smith noted that information on new initiatives was included in this month's packet for advance review. These documents show where Administration believes money needs to be placed in the budget. Proposed initiatives were discussed, including selection of the College's Learning Management System, non-ERP related Information Technology budget items, biology lab enhancement and renovation, the manufacturing initiative which includes computerized numerical control (CNC), industrial maintenance and robotics, renovation of the Woodstock Center, AQIP team requirements, faculty positions needed. Mr. West discussed revenues and expenditures. He spoke about pension costs; for every percentage point the state pushes back to community colleges, the cost is \$238,000.00. A 5% pushback would cost about

\$1.2 million; worst case scenario is \$2.38 million, which would wipe out any operating grants the College receives, and more. Mr. West noted more information on this issue may be available next week. Mr. West discussed the College Insurance Program and stated the College currently pays one-half percent, or \$105,000.00 per year which he estimates may cost up to \$317,000.00 if the State moves their share back onto the colleges. Dr. Smith noted that the state is considering raising the employees' percentage of this cost from .5% to .82%, and then to 1.5%.

Other items to be considered for the FY 2013 budget are salary increases established in negotiated bargaining agreements and health insurance benefit costs, the cost of ISES deferred maintenance projects, cost of relocating the stoplight, and cost to implement the recommendations in the classification and compensation study.

Mr. West spoke about revenue assumptions. Rumors have been heard about Springfield cutting base operating grants. A 5% decline in credit hours is assumed for budgeting purposes. Dr. Miksa noted that summer enrollment is rapidly gaining and that fall applications are up compared with this time last year. Ms. Patrick commented that enrollments are getting back to normal numbers after the extreme increase due to the Promise program. Mr. Adams stated that discussion must be held on a possible tuition increase. The consensus of the Board was the budget tuition revenue at a "no-decline" scenario in student enrollment.

Mr. West noted that \$100,000.00 each year for three years must be budgeted to cover the cost of the Route 14 stoplight relocation. The cost of new turn lanes may be included as a FY 2014 budget item. Dr. Smith added that salary increases are dictated by contracts with staff and faculty. Administrative salaries have not yet been reviewed. Mr. Manke has not yet added deferred maintenance costs as he is waiting to see what the College will be able to afford this year. He noted that some deferred maintenance items are being taken care of by the Building B renovation. Mr. West stated that recommendations from the Classification and Compensation Study are yet to be determined, and the Board must make a decision how they are to be implemented. This item is anticipated to be brought to the June, 2012 Board meeting.

Discussion followed on creating a practical, attainable budget, and also on creating a budget that would contain incentives to get better. Mr. Adams stated that a tuition increase is something that would have to be discussed. Ms. Walters stated that the College is here to serve the students, providing an opportunity for education, and expressed her opinion that cost savings should be found elsewhere.

Discussion followed on the new CNC (Computer Numerical Control) credit program which along with other new programs and outreach efforts, may encourage enrollment.

Ms. Kisser asked that quick turnaround fundraising be addressed and discussion ensued. Ms. Brown spoke about the Foundation's efforts and projected fundraising goals.

Mr. Parrish spoke about a decline in enrollment at Northern Illinois University and about the Foundation's new direction, stating that these dynamics should be included in MCC's planning efforts.

Dr. Smith responded that new programs added will attract adult students, who come for job retraining and tend to enroll in the Career and Technical Education area, adding that Academic and Student Affairs has worked vigorously to add new programs for this population. Dr. Smith stated that the implementation of any new academic program will have to be covered by grant funds. Additional discussion followed regarding the Board's thinking on tuition.

It was agreed to move item 10, Update on Building B Renovations, ahead on the agenda and move item 9, Branding, Financial Impacts after that item.

UPDATE ON BUILDING B RENOVATIONS

This item was moved ahead on the agenda. Mr. Brian Lucas from Pepper Construction provided an update on Building B Renovation. Carpet and tile samples, and electrical and mechanical drawings are in for review; the kitchen equipment has been ordered and is on track to deliver a week early if needed.

Barricades have been set up for safety, and during the next two weeks demolition will begin. Trustees who would like a tour of the construction site should contact Dr. Smith. Mr. Lucas noted the project is on track for a September completion.

BRANDING, FINANCIAL IMPACTS

Ms. Haggerty spoke about the branding approach to be taken and provided sample messaging examples. She provided handouts with information about financial impact, adding that \$85,000.00 was budgeted for Phase 1 and \$75,000.00 for Phase 2. Advertising is estimated at \$17,000.00, and print costs for a College view book would be an additional \$6,000.00. Budget for athletic uniforms including all teams and coaches would be \$29,000.00. Campus-wide signage, which could be done over multiple fiscal years, is estimated at \$100,000.00. Costs for a secondary tier, gym banners, bleacher covers and backboard pads could be \$40-44,000.00 over multiple fiscal years. Ms. Haggerty noted that these items can be prioritized. She invited all Trustees to the August 16 brand launch, which will be combined with New Student Convocation.

UPDATE ON EMERGENCY CAMPUS REPAIRS

Mr. Manke provided an update on emergency campus repairs. It was determined that a storm drain broken during a recent storm will be covered by insurance. Four quotes were sought for a chiller that went out; Althoff Industries was the successful quote. The repair will be covered by insurance, and MCC staff will work with Althoff to lessen repair cost.

ESTABLISHING POSITIONS: MASTER ELECTRICIAN MAINTENANCE TECHNICIAN, MASTER PLUMBER MAINTENANCE TECHNICIAN

Mr. Manke provided the rationale behind the Master Electrician and Master Plumber maintenance technician position recommendations. He noted the recent hire of an HVAC technician, which has already resulted in considerable savings on the cost of hiring outside firms. Mr. Manke anticipates that the same could be true by hiring these two positions to perform work in-house. A straw poll was taken and consensus was reached to move this item forward to the May Board meeting for approval.

CLOSED SESSION

At 8:14 p.m. Ms. Miller moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #1, *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 of the public body or against legal counsel for the public body to determine its validity. Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. A break was taken at 8:14 p.m. and Closed Session began at 8:26 p.m.

At 10:29 p.m., Ms. Liddell moved to come out of Closed Session; Ms. Larson seconded the motion. There was no discussion. A voice vote was taken and all were in favor. Closed Session ended at 10:30 p.m.

FUTURE AGENDA ITEMS

Ms. Liddell spoke about having one or two legislative breakfast sessions, featuring roundtable discussion to provide information about current College topics. Dr. Smith appreciated Ms. Liddell's suggestion, and spoke about an initiative already underway for staff members to speak at local organization meetings and communicate the value of McHenry County College.

SUMMARY COMMENTS BY BOARD MEMBERS

Discussion included legislative breakfasts noted above, financing the Facility Master Plan, "Fast Facts" document for reference and the Route 14 widening project.

ADJOURNMENT

Hearing no further business, Chair Adams adjourned the meeting at 10:42 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary