

REVISED

MINUTES  
COMMITTEE OF THE WHOLE  
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole was held on Tuesday, February 18, 2014, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Liddell called the meeting to order at 6:01 p.m.

When Ms. Kissler called the roll in Secretary Jenner's absence, the following were present:

Ms. Kissler  
Ms. Miller  
Mr. Parrish  
Ms. Walsh  
Mr. Wilbeck  
Ms. Liddell

Mr. Jenner and Ms. Diversiev were absent. Dr. Smith was present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Ms. Liddell commented that the off-campus site cited on the agenda is just one of the items to be discussed tonight under item #9, Feasibility Study for Health and Sciences Education Building.

ACCEPTANCE OF MINUTES

The minutes of the Committee of the Whole meeting, January 14, 2014, were accepted as presented. Ms. Walsh asked Mr. Parrish to clarify what he meant when he introduced the idea of a study; Mr. Parrish confirmed that he asked for a space utilization study. Ms. Walsh clarified that the Board was not voting to replace the study already done, noting that this was a different type of study.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Dr. Bev Dow, Instructor of Biology, spoke about the Health and Sciences Education building under consideration by the Board. She asked that the Board trust those who prepared the feasibility study and stated that the committee is not out to waste taxpayer money but to meet the educational demands of county residents. She stated that right now, there are not enough seats in nursing prerequisite classes. She stated that larger classes and online instruction will not solve this problem and added that the majority of

MCC students are more successful in or prefer face to face instruction. She emphasized that the study shows more space is needed – not wanted. She noted that a better Fitness Center is not needed as a health club, but as a lab for Health and Fitness education classes. She stated that the committee is not asking the Board to dream big; it is essential that the Board dream adequately.

Mr. Justin Peters, student, spoke about a recent student forum about the proposed tuition increase; students completed a survey and most were in favor of an increase to allow continuation of student services.

Mr. Jake Kvidera, student, spoke about his initial experience at Columbia College, followed by his education at McHenry County College and noted that his experience at MCC has been awesome. He spoke in favor of a tuition increase to continue for future students the level of education he has received.

Ms. Megan Riordon, student, shared that she plans to finish at McHenry County College and move to Northern Illinois University. She spoke in favor of the tuition increase and praised two great MCC teachers who have changed her perspective on what MCC offers.

Mr. Erick Marchessault, student, spoke in favor of the tuition increase. He commented that student activities on campus make MCC an exceptional institution that provides safe spaces needed for change to happen.

Ms. Sam Beringer, student, spoke about her previous experience at Kendall College and noted that she returned to McHenry County College and joined a group that shares her interest in creative writing. She spoke in support of the tuition increase.

#### PRESIDENT'S REPORT

Dr. Smith shared that the College ordered the first go-round of classroom furniture in October; the next go-round will come to the February Board meeting for approval and will cover new furniture for eleven classrooms and one office area, for a total of about \$100,000.00. Once this has been completed, all classrooms will be in good shape. Dr. Smith noted the furniture should last twenty to twenty-five years.

Dr. Smith shared that a second round of painting and carpeting will be done this summer; after discussions with the architect are completed, the project will come to the Board for approval.

Dr. Smith announced that Trustees are invited to the new Black Box Theatre for a grand opening celebration and ribbon cutting on Sunday, March 9, after which the Board will see the play *Cabaret*.

#### DISCUSSION OF PRELIMINARY JANUARY FINANCIAL REPORTS

Mr. Tenuta stated that year-end numbers look good to make budget, adding that a \$2.5 million transfer would be brought to the March Board meeting. He stated the College is doing well compared to last year.

#### AUDIT INTERVIEWS

Interviews with four auditing firms were conducted: Crowe Horwath, LLP, from 6:27 p.m. until 6:37 p.m., Plante Moran, PLLC, from 6:58 p.m. until 7:32 p.m., WIPFLi, Inc., from 7:33 p.m. until 7:59 p.m., and Sikich, LLC, from 8:00 p.m. until 8:38 p.m.

#### FEASIBILITY STUDY FOR HEALTH AND SCIENCES EDUCATION BUILDING

Financial Projections and Financing Options was the focus of discussion. Ms. Liddell asked whether the Trustees had come to an agreement whether a facility would be onsite or offsite; if offsite, information is provided in the kit so that offsite requirements can be reviewed. Ms. Liddell provided a copy of Mr. Jenner's questions for the Trustees, and she spoke about new findings in trends that are currently happening.

She noted that surveys were conducted with community members, faculty, staff and students and that information is contained in the study. Dr. Smith noted that Chair Parrish had asked the committee to look at vacant buildings and \$15,000.00 was added to the study to allow that additional work. A commercial realtor identified 30 to 40 sites in the county, following the criteria that all should be within a ten-minute drive. The realtor, with the help of the committee, reduced the number to examine more in depth to seven off campus sites and Mr. Parrish added another site. In the final feasibility study, two sites were included. Mr. Parrish stated that he did not think the ten-minute drive time specification was proper. Ms. Miller noted that the building Mr. Parrish spoke about was evaluated and appeared in the study. Ms. Kisser pointed out that on page 6 of the study; survey feedback is shown with preference for location.

Discussion followed on how the survey questions were crafted, noting that the questions were vetted by the committee. Based on survey results, the majority of students was not willing to travel, or they would

only travel five minutes, and the realtor was provided that information and searched for vacant buildings in that radius. Ms. Liddell asked whether the scenario would change if property and a building were donated. The following comments were made:

Mr. Parrish stated that a new building for \$25-40 million is not acceptable to him. He believes there are approaches that can be used that would gain the College space that he agrees is needed.

Ms. Kisser prefers a new building on campus, and cannot see buying land ten minutes away when we already own land the College can build upon. She noted that an off-campus building would require support services and noted that another off-site parking lot might have to be rehabilitated.

Mr. Wilbeck favors no expansion at all.

Ms. Liddell prefers building on campus.

Ms. Walsh prefers an onsite building.

Ms. Miller favors building here as the College has the land.

Ms. Liddell stated that Mr. Jenner has indicated he sees a need for expansion and wants it on campus. He doesn't like the idea of a new building and favors building up. Dr. Smith stated that she looked in to which current College buildings could have a floor added on and the only building that could be built "up" is B building, which during its recent remodel several vents for the kitchens were punched through the roof. If a third floor was built onto the B Building, venting expense would be incurred. Building E is not currently constructed in a manner that would allow the College to add a floor or build "up." Ms. Kisser noted that the College could never get 100% fill capacity of its classrooms on any given day due to the fact that students will drop or switch for many reasons, and noted that, realistically, 90% is equivalent to 100%. Dr. Miksa has asked the deans to think outside the box to see how the College can grow enrollment to serve more district residents, since there is no room for additional classes during prime time. If classes are at odd times, they may not fill. Mr. Wilbeck asked Dr. Miksa to add one more column to the report presented to represent online classes, and add a legend.

Ms. Kisser stated that if student success is the College's goal, rather than making sure that every hour the College is open classes are filled to the max before a decision is made to expand, at some point the Board

has to realize that we have to expand to meet the times the market will come to us. She added that if students are going to come during prime time, we are meeting their needs and they will succeed. Ms. Kissler stated that students will sign up in droves for the times they want and might sign up in lesser droves for the classes they can fit into their schedules. She stated that if we wait for the 100% fill rate, we'll never expand and be able to fill those students' needs.

Ms. Liddell spoke about the trend for health clinics on site; she noted that some school districts are looking to expand capability for a health clinic with partnerships, to serve the families in their districts with medical care.

#### DISCUSSION OF TUITION

Dr. Smith stated that this item had been postponed from last month; she and the senior staff would be happy to answer any questions. Administration believes that a tuition increase of \$3.00 per credit hour is needed to help mitigate the potential gaps in revenues and expenditures to continue to provide services to students. Ms. Walsh noted that at \$102.00 per credit hour, MCC currently has the 30th lowest tuition in the state, which Mr. Tenuta pointed out includes the \$9.00 technology fee.

#### DISCUSSION OF INFRASTRUCTURE FEE

Dr. Smith stated that this item was tabled from a previous meeting for additional discussion; information was provided on this fee that would help cover some of the deferred maintenance items. Ms. Kissler asked what the yearly increase would be; Mr. Tenuta replied that based on 15 credit hours per semester, the increased cost to a student would be \$240.00 per year. Ms. Walsh commented that some of the fund balance could be used to take care of ISES projects and stated she does not believe an infrastructure fee is needed. Ms. Liddell commented that ISES costs have already been identified and that fact does not isolate the College from unforeseen repairs. Ms. Walsh stated she was opposed to the tuition increase, but after hearing the students speak she feels maybe the tuition increase could be done. Discussion followed that the College may secure an energy performance contract for replacement of the HVAC system; Dr. Smith pointed out that this would be financed with payments budgeted in Fund 02, rather than paid outright. Mr. Parrish shared a story about several students he knows who are financing their own education and stated

his belief that a tuition increase would be a burden for such students. Ms. Liddell stated that Mr. Jenner questioned the enrollment numbers being used; Mr. Tenuta replied that the number he used was well within the realm of attainability. Ms. Liddell asked all to contact Dr. Smith with any further questions.

#### PRESENTATION OF REPORT ON COURSE RETENTION RATES

Dr. Tony Miksa gave a presentation on a report that provided information on course retention rates – comprised of information on how many students begin courses, both credit and noncredit, and how many students continue on and finish those courses. Dr. Miksa explained that classes range from individualized instruction or internships with one student per course to automotive courses with 10 to 12 students per course, to general education courses with 35 or 36 students per course, and explained why the courses need to be the sizes they are. Ms. Walsh asked whether a report could be created that would look only at credit class usage, and Dr. Miksa replied that he believes such a report could be run. Discussion followed on this report, and Ms. Liddell stated it would help the Board look at health science needs. Discussion followed on the fact that classes can be offered at any time; it was noted that fill rates are lower during less popular hours.

#### FUTURE AGENDA ITEMS

Ms. Walsh asked that student Joe Rice give a presentation on conflict resolution.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell thanked the students who spoke during public comment.

Ms. Kisser stated that last night's Evaluation and Policies Committee meeting had to be cancelled; a quorum could not be assembled due to the weather. She hopes to wrap up review of Section 2 of the Board Policy Manual at the March Evaluation and Policies Committee meeting. She noted that Mr. Jenner had proposed draft language for a debt management policy; Ms. Kisser will send that information to Ms. Kriegermeier to send to the Board to take a look at. If anyone has ideas or thoughts after reading this language, or would like to draft their own language, Ms. Kisser asks that this be done by March 12. She asked that Trustees not discuss this issue, but look at it, and think about what you would like to discuss at the next meeting.

Ms. Kisser noted also that the Evaluation and Policies Committee was going to review the Board Self-Evaluation form at the February meeting. She stated that the form will need to be revamped and will need substantive work beyond retooling the form. She asks that the Trustees look at the areas they feel are the Board's responsibility and start from there to revamp the form. Ms. Kisser added that there are two books Trustees may find helpful: Trusteeship in Community Colleges: A Guide for Effective Governance, and Boards that Make a Difference. She asked for five minutes on the February Board meeting agenda to summarize the main areas of Board responsibility.

### CLOSED SESSION

At 10:29 p.m., Ms. Kisser 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*, 120/2(c), Exception #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees*, and Exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 10:29 p.m.

At 10:42 p.m., Mr. Wilbeck 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 10:42 p.m.

Mr. Tenuta spoke about the results of audit interviews; he noted that Sikich, LLP came out ahead in the rankings. Discussion followed and Ms. Miller stated she liked that Sikich had been rotating audit managers and the staff who are running the audit, picking the samples, and doing the work. Dr. Smith

asked whether the Board would like Mr. Tenuta to negotiate fees; Mr. Tenuta stated that he is sure he can negotiate the cost down a little more.

ACCEPTANCE OF CLOSED SESSION MINUTES, Committee of the Whole, January 14, 2014

Mr. Wilbeck moved to accept the closed session minutes of the January 14, 2014 Committee of the Whole meeting and Ms. Walsh seconded the motion. There was no discussion. The roll was called; Ms. Kissler, Mr. Parrish, Ms. Walsh, Mr. Wilbeck and Ms. Liddell voted in favor and Ms. Miller abstained as she was not present at the meeting. The motion carried.

ADJOURNMENT

Hearing no further business, Vice Chair Liddell adjourned the meeting at 10:48 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary