

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 28, 2016, in the Board Room, Room A217, in Building A on the Campus. Chair Smith called the meeting to order at 6:30 p.m. Chair Smith asked Ms. Walsh, in Secretary Jenner's absence, to call the roll of those physically present, the following were present:

Mr. Sacramento
Ms. Kisser
Ms. Liddell
Mr. Parrish
Ms. Tirio
Ms. Walsh
Mr. Smith

Upon reaching a quorum, Chair Smith stated he was looking for a motion to allow Secretary Jenner to participate in the meeting by telephone. Ms. Liddell so moved, and Mr. Parrish seconded the motion. Chair Smith asked Secretary Jenner to confirm that any closed session conversation would be kept confidential, and Secretary Jenner so confirmed. Chair Smith asked Ms. Walsh to call the roll again, including the Trustee participating by telephone. When Ms. Walsh called the roll, the following were present:

Mr. Sacramento
Mr. Jenner
Ms. Liddell
Ms. Kisser
Mr. Parrish
Ms. Tirio
Mr. Smith
Ms. Walsh

Dr. Gabbard was also present. Attorney Nanci Rogers was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Sacramento recited the Mission Statement for the very first time.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The December 17, 2015 Board Meeting minutes were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

PRESIDENT'S REPORT

Dr. Gabbard stated that his report will be brief tonight and will center on innovation, success, collaboration, and relevance. He reported that McHenry County College was the only Illinois community college to be honored as a 2016 Bellwether Award finalist. Dr. Gabbard reported that the Office of Marketing and Public Relations has been nominated in two categories for an award from the National Council for Marketing and Public Relations, for the newly redesigned *Catalyst* newsletter, and for the MCC Night postcard promotional campaign. Dr. Gabbard also spoke about the MCC master signage plan and the upcoming People in Need forum.

PRESENTATION

Report on Civics Education at McHenry County College

Dr. Brock Fisher, Executive Dean of Humanities and Social Science, Dr. Todd Culp, Instructor and Department Chair of History, Political Science and History, Dr. Terri Berryman, Executive Dean of Workforce and Community Development, and Dr. Flecia Thomas, Dean of Student Success, collaborated on a presentation showcasing all credit and noncredit opportunities for civics education at McHenry County College. The presentation can be viewed at www.mchenry.edu/board.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey provided copies of the Faculty Report and reported on a few of its highlights.

B. Adjunct Faculty Report

Ms. Marybeth Linse presented the Adjunct Faculty Report and congratulated Dr. Gabbard on becoming president.

C. Staff Council Report

Ms. Tawnja Trimble welcomed Dr. Gabbard to his first official Board meeting. She spoke about former students who return to the College to report what they are doing; she shared several stories and stated that what we do in and out of the classroom matters, adding that we make a difference in peoples' lives.

D. Student Trustee Report

Student Trustee Sacramento reported on recent events in the Student Life area and added that he is honored to be serving in the Student Trustee role.

E. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Chair Smith asked if there were any items to remove. Ms. Walsh and Mr. Jenner removed item B. 1.

Design and Engineering Services for the Rebuild of Parking Lot A, Board Report #16-4. Ms. Liddell moved to accept the consent agenda minus the item removed, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #16-1
 - 1. Treasurer's Report, Board Report #16-2
 - 2. Ratification for Accounts Payable Check Register, Board Report #16-3
- B. Request to Lease/Purchase/Renew
 - 1. Design and Engineering Services for the Rebuild of Parking Lot A, Board Report #16-4
- C. Approval of Faculty for Tenure Appointment in 2016-2017, Board Report #16-5
- D. Approval of Laboratory, Computer Usage and Technology Course Fees for FY 2017, Board Report #16-6
- E. Destruction of Closed Session Recordings, Board Report #16-7
- F. Elimination of Administrative Position, Board Report #16-8
- G. Minimum Qualifications for Full-Time Faculty 2016-2017, Board Report #16-9
- H. Personnel
 - 1. Appointment of Replacement, Associate Dean of Mathematics, Sciences, and Health Professions, Board Report #16-10

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Liddell moved to approve Item B. 1., Design and Engineering Services for the Rebuild of Parking Lot A, Board Report #16-4 and Ms. Kisser seconded the motion. During discussion, Ms. Walsh asked that the College seek sustainable practices in the parking lot rebuild and Mr. Jenner asked why the College would not seek out other firms. Mr. Tenuta responded that it did not make economic sense to bring in another engineering firm to go through the exercises HR Green has already done. He added that HR Green's knowledge of the problem is crucial to getting this project done. He stated that when the opportunity comes up, the College could use another engineering firm. Discussion followed about charging stations and the use of electricity, as well as consideration of the white coating process, which costs a little more in the beginning but extends the lifespan of a parking lot greatly. Mr. Tenuta confirmed that this will be looked into. After discussion, Trustees felt their questions and concerns had been satisfied.

The roll was called and all were in favor; the motion carried.

CONTINUE DISCUSSION OF SPACE UTILIZATION STUDY

Mr. Tenuta stated that Demonica Kemper Architects will come in to replicate the Board's campus tour with Dr. Gabbard and the Foundation Board; he noted also that Dr. Gabbard has been brought up to speed on every aspect of the space utilization study.

FY16 MID-YEAR ANALYSIS WITH FIVE-YEAR PROJECTIONS, AND TUITION AND FEES DISCUSSION

Mr. Tenuta stated that the biggest unknown in the College's budget is state funding, noting that 50% of the expected \$2 million in state revenue has been recorded but not collected. He and Dr. Gabbard stated that rumors are not true that there is activity in Springfield on the state budget.

Mr. Tenuta spoke about the forecast, noting that capital expenditures will be a little less; he expects the College to be at or below the expenditure budget on every line item. He noted unfavorable items for the revenue side, and added that overall, the forecast is in good shape as compared to the budget. He noted that 100% salary is budgeted for each position, adding that he is projecting that 92% of the budget will be expended by the end of the fiscal year, saving \$2 million compared to the budget figure.

Ms. Walsh stated that tuition and fees total for FY2016 are projected at \$14 million, down 4%. She asked what this reflects in credit hours and Mr. Tenuta stated that FY2016 has a little over 122,000 credit hours. He added that this is tracking well based on enrollment data. He noted that the forecast is based on net credit hours, based on actual results the College has seen over the last year. Mr. Tenuta stated that he has to make a best guess estimate on where that money will come from; he does not know how many tuition waivers, exemptions, or repeatable hours there will be. Ms. Walsh asked for an idea of the amount of tuition waivers given and what that costs the College. Mr. Tenuta can provide a breakdown. Mr. Tenuta spoke about an infrastructure fee, which would be the smartest thing for budgeting purposes in the long run, as it allows funds to be secured for capital and maintenance of deferred capital. If the Board decides there will be capital expenditures for space utilization, funds can be allocated toward that. He noted that a vote on tuition will be brought to the Board at the February Board meeting. He explained that one reason he wants to discuss a tuition increase is in regard to maintaining the College's fund balance; if the fund balance drops below the level recommended by Board Policy, a five-year plan will be enacted that will involve difficult decisions to make. Mr. Tenuta is assuming state funding at a 25% reduction, flat from FY2017 to FY2021. Further discussion followed on the projections; Mr. Tenuta will provide a revised spreadsheet at the February Committee of the Whole meeting.

Mr. Tenuta noted that there may be some positive news; Facilities has looked at the ISES projects, and thinks that out of the \$39 million of projects on the list, \$15 million worth of projects could be shelved to be done at other times, or not done at all. Further discussion followed on the possibility of obtaining an energy performance contract connected with the College's HVAC system.

ICCTA REPORT

Ms. Liddell reported that the National Legislative Summit will be held in February; Mr. Parrish and Dr. Gabbard will attend. Ms. Liddell also reported on the January 23 conference call, designed as an alternative to travel. A recap of the meeting will be sent to Trustees.

FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Committee of the Whole Summary
- D. Friends of McHenry County College Foundation Report
- E. Office of Marketing and Public Relations Update
- F. Office of Resource Development Update
- G. Office of Sustainability Center Update
- H. Upcoming Events

Ms. Walsh announced the call for nominations for the Distinguished Alumni Award.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner offered congratulations on another quick meeting.

Mr. Parrish spoke about a recent McHenry County College graduate who received a scholarship to Northern Illinois University. He noted that the student's father had been laid off and unable to pay the student's living expenses. A generous donor covered the expenses and the student's father is taking classes at McHenry County College to obtain a building maintenance certificate. Mr. Parrish commented it is nice to know the College supports families.

Mr. Sacramento hoped that all could attend events during February, which is Black History Month.

Ms. Liddell expressed her appreciation for the way the budget is laid out, which makes it easier to analyze. She welcomed Dr. Gabbard and praised his President's Report.

Ms. Kisser stated that she will be conferring with Dr. Gabbard on when the Finance and Audit Committee will meet again.

Chair Smith thanked Ms. Haggerty and Mr. Clesceri and their extended teams for their outstanding work done to receive signage variances from the City of Crystal Lake.

FUTURE AGENDA ITEMS

Ms. Kisser stated that in the past, the Board has talked about whether or not to give a one-time small bonus to employees who have done extraordinary service for the Board. She noted this was not considered at the January meeting and asked if the Board wants to look at this. This item will be placed on the February Board agenda for closed session.

Ms. Walsh asked for a presentation on credit hours at the February meeting.

Ms. Tirio expressed her thanks for the presentation on civics.

CLOSED SESSION

At 8:06 p.m., Ms. Kissler moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), 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*. Mr. Sacramento seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:13 p.m. and Closed Session began at 8:13 p.m.

At 8:15 p.m., Ms. Liddell moved to come out of Closed Session and Mr. Memmen seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:15 p.m. Mr. Jenner disconnected and left the meeting at 8:15 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Tirio moved to accept the closed session minutes of the Regular Board Meeting, December 17, 2015, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all present were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:16 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary