

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole was held on Tuesday, November 8, 2016, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Liddell called the meeting to order at 6:32 p.m.

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

Mr. Worden
Mr. Jenner
Ms. Kisser
Mr. Smith
Ms. Walsh
Ms. Liddell

Mr. Parrish and Ms. Tirio were absent. Dr. Gabbard was present. Attorneys Nanci Rogers and Sam Cavnar were present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes were accepted as corrected.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard prefaced his report by stating this was the result of several peoples' work; he noted that enrollment management boils down to attracting and retaining students. The presentation addressed the enrollment management challenge, included national community college trends, information on a general community population scan, community population-based enrollment, changes in ethnicity from 2009 to 2014, state community college trends, details on attraction focus and strategies and retention focus and strategies. Dr. Gabbard then received questions from the Trustees. This report on

strategic enrollment management can be viewed at

http://www.mchenry.edu/board/16_17/presentations/110816enrollment.pdf

CAPITAL CAMPAIGN UPDATE

Ms. Haggerty reported that the Steering Committee held its first meeting on October 21, noting that members of the steering committee were very enthusiastic about the Liebman Science Center project. The second meeting, scheduled for November 12, will provide training for the committee, and will finalize messaging, gift charts and prospect estimates, identify prospective donors to engage with during the campaign's silent phase, and update the silent phase timeline (to run through September 2017), with the public phase running October through December, 2017. Architectural renderings are being finalized to use for campaign materials.

DISCUSSION OF BOARD RETREAT

The Board will look at self-evaluation feedback to identify potential retreat topics. Some trustees feel it is important to meet regularly to discuss Board relations, collaboration, etc. A May timeframe is targeted (after the April 4, 2017 Consolidated Election) to have a retreat with new trustees.

PRELIMINARY OCTOBER FINANCIAL STATEMENTS

Mr. Tenuta noted that expenditures are tracking well against revenues, noting that what the College has received from the state this year may be all the state funding there will be. Mr. Tenuta added that the budget will come to the Board at the November 17 Board meeting to propose a flat levy. Mr. Tenuta also provided an update on the changes to the Fair Labor Standards Act. This adjustment will have minimal impact on the College's budget. Some jobs will be reclassified; Staff Council members will follow up with professional and classified employees this week.

CONTINUED DISCUSSION ON BOARD POLICY FOR REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES AND A BOARD POLICY FOR APPROVAL OF TRAVEL, MEAL, AND LODGING EXPENSES

Trustees expressed their opinions on how this policy would be worded and their concerns about various aspects of the policy. After discussion, consensus was reached that beginning in January, 2017, all travel expenditures will need to be pre-approved by the Board.

BOARD POLICY: 1.9 Reimbursement for Expenses

This policy was discussed, and a minor verbiage change was made. The policy will come to the November Board meeting for a first reading.

MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND McHENRY COUNTY COLLEGE FACULTY ASSOCIATION

This memorandum of agreement will come to the November 17 Board meeting; language was added related to Family and Medical Leave Act (FMLA) leave and sick days.

FUTURE AGENDA ITEMS

One item was mentioned; an update on Dr. Gabbard's enrollment management report will be presented in one year, at the November, 2017 Committee of the Whole meeting.

SUMMARY COMMENTS BY BOARD MEMBERS

During summary comments, Student Trustee Worden stated that the new student planning module was extremely helpful. Trustee Walsh asked all Trustees to please consider contributing to the United Way campaign.

CLOSED SESSION

At 8:31 p.m., Ms. Kisser moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 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*, Exception #11, *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, 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. A brief break was taken at 8:32 p.m. and closed session started at 8:40 p.m.

At 9:54 p.m., Ms. Kisser moved to come out of Closed Session, and Mr. Smith seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:54 pm.

ACCEPTANCE OF CLOSED SESSION MINUTES, Committee of the Whole, October 18, 2016

Ms. Kisser moved to accept the closed session minutes of the Committee of the Whole meeting, October 18, 2016, with corrections made per discussion in closed session, and Mr. Worden seconded the motion. There was no discussion. The roll was called, and all were in favor except Ms. Liddell and Ms. Walsh, who abstained. The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:55 p.m.

Pat Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary