

MINUTES
COMMITTEE OF THE WHOLE MEETING
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Thursday, July 22, 2010, in the Board Room, Room A217, of Building A on the campus. Vice Chair DeWitt called the meeting to order at 5:33 p.m. When Secretary Kurtz called the roll, the following were present:

Mr. Lowe
Ms. Kurtz
Mr. Sheriff
Ms. Miller
Mr. Parrish
Ms. Larson
Dr. DeWitt

Ms. Walters was absent. Attorney Joseph Perkoski was present as legal counsel.

ACCEPTANCE OF AGENDA

Item #10, Acceptance of Closed Session Minutes: Closed Session, June 24, 2010, was rolled over for acceptance at the Regular Board Meeting. The item was accepted as amended.

ACCEPTANCE OF MINUTES

Ms. Kurtz asked that in the June 24, 2010 minutes the word “points” be replaced with “geocodes.” She also clarified with Mr. Overcash the number of computers updated and replaced; he responded that 1,000 was an approximate number. The minutes of the Committee of the Whole meeting, June 24, 2010 were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board. Ms. Larson made a presentation. She announced that when Dr. Plinske left, she deemed it appropriate to divide her job and place two people in charge. Ms. Larson stated that the two people appointed, Dr. Tony Miksa and Mr. Vernon Manke, have a lot of talents and presented the “dynamic duo” with a magic cape to provide extra help as they do the job.

REVIEW OF BOARD PACKET: JULY 22, 2010 REGULAR BOARD MEETING

During the review of the July 22, 2010 Revised Agenda and Board Packet, Ms. Larson expressed her satisfaction at saving so much by purchasing through a consortium arrangement. She inquired about

Illinois Community College Trustees Association Membership, Board Report #10-150 and asked for a summary of benefits the association provides to the College. Ms. Kurtz expressed her opinion that the association does not represent MCC. Mr. Lowe stated that he would not like to see the dues paid on more than a quarterly basis. Ms. Miller asked that it be removed from the agenda. Ms. Larson spoke about a bill to be introduced by State Senator Althoff regarding the percentage of state funds received and unfunded obligations.

Ms. Kurtz expressed her appreciation to Dr. Miksa and Mr. Manke for the quarterly grant report. She would like Dr. Miksa and Mr. Manke to speak to Dr. Smith about more aggressive efforts in getting private grant money.

Ms. Miller asked about a credit card charge; Mr. Wilske responded to her questions and will provide more information on this issue.

FY 2011 BUDGET PRESENTATION

Mr. Wilske announced that copies of his presentation were available at the podium. The purpose of his presentation is to prepare the Board to approve public display of the budget for the next thirty days. He stated that the College has a balanced budget. \$4.4 million remains from the \$7 million ERP budget; there is a small excess of \$300,000.00.

He stated that a conservative approach was taken in creating the FY 2011 budget, with assumptions on property taxes, enrollments and state resources. He added that summer credit hours are already 35% over the expected figure, and as of a week ago, had achieved 96.6% of the budgeted fall figure. He stated also that summer semester provided a favorable contribution of between \$150,000.00 and \$175,000.00.

Ms. Kurtz inquired about the allocation of full-time and part-time staff, asking if this was a potential strategic area to be developed so cost, quality and accreditation implications are understood. Dr. Miksa responded that Executive Deans reviewed the data and created a prioritized list. He stated that the group will continue to meet to determine academic needs and direction. Dr. DeWitt asked whether this would be included in the Academic Plan to establish ratios and quality measures; Dr. Miksa responded that it would. Program growth was researched to develop a staffing plan and budget.

Mr. Wilske spoke about the \$213,000.00 student success grant to be received from the Illinois Community College Board. Ms. Miller asked about the \$68,000.00 capital outlay and discussion regarding a sworn police force followed. Ms. Kurtz asked where the cost-cutting measures were found to reduce the budget; Mr. Wilske responded that Board Report #10-139, New and Eliminated Positions was part of the reduction and added that Dr. Miksa's department took a critical look at things. Ms. Miller commented that there is no longer an outflow of early retirement and asked about the rise in contractual services. Mr. Wilske responded that there have been some shifts between capital outlay and into contractual services, supplies and materials to clean up reporting. Ms. Miller commented about the \$602,000.00 decrease in supplies and materials; she found the decrease interesting given the increased enrollment. Ms. Kurtz asked when the budget would stabilize so that the Board can see where it is growing and contracting. Mr. Wilske responded that the best time for the College to conduct that process would be at the implementation of the finance portion of a new ERP system. Responding to a question by Dr. DeWitt, Mr. Wilske stated that the biggest single variance was benefit costs for early retirement.

STRATEGIC PLANNING UPDATE: DASHBOARD AND ACADEMIC PLAN

Dashboard

Mr. Baumann shared an update about summer enrollment trends. He explained that this was begun on a semester basis and shared how enrollments are tracking, and a general profile of students. There was an increase in enrollment this summer, and last summer was a relative high for MCC. Tenth day of summer semester shows 3,954 students, part of a two-year increase trend. Summer shows a 5% increase in headcount and an 11% increase in credits generated. He stated that female students outnumber male students for summer, there was a minor increase in the proportion of minority students and that most summer students have attended MCC before. He stated that most students are enrolled in transfer programs, but the College is seeing an increase in career programs. Ms. Kurtz asked how the data points might be used to help fulfill student needs; Mr. Baumann responded that he looks for changes over time that would indicate a need to look at how services are allocated.

Academic Plan

Dr. Miksa distributed a handout to the Trustees and thanked the Marketing department for their

assistance in putting the document together. He emphasized that the document is a draft and asked that the handouts be returned at the end of the meeting. He explained how the Academic Plan was created, using the Program Review process to develop three to five goals each year which provides the opportunity to update the Plan. Responding to Ms. Kurtz' question, he stated that the goals will be tied to individual goals and performance evaluations. He stated that the goal is to have one planning process each year, aligning the budget to put money toward activities.

CLOSED SESSION

There was no Closed Session.

ACCEPTANCE OF CLOSED SESSION MINUTES

This item was rolled over for acceptance at the July 22, 2010 Regular Board Meeting. No Closed Session was held and the minutes were postponed for review at the next Closed Session.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Miller commented about the exemption from bid paragraph that appears in Board Reports. She expressed her concern that more Request for Proposals be sent out to local businesses. Ms. Larson asked that the Board be updated on grant and Dr. Miksa responded that updates could be given mid-year or at the end of the year. Ms. Larson asked that mid-year updates be given.

FUTURE AGENDA ITEMS

Ms. Larson asked that with a new President on board, the facilities master plan should be reviewed and suggested discussion in September. Ms. Kurtz asked about a security proposal; Mr. Manke responded that he would like to present such a proposal to the Board in August. Mr. Lowe asked that the proposal be in place by the start of fall semester. Ms. Kurtz spoke about Policy Committee progress, and will have an update next month. She further spoke about video streaming of Board meetings and plans to follow up on this topic with Mr. Overcash.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 6:38 p.m.