

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, June 19, 2012, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Adams called the meeting to order at 6:01 p.m.

When Ms. Larson called the roll, the following were present:

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

Ms. Walters, Ms. Liddell and Ms. Rueda were 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 Committee of the Whole meeting, May 15, 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 thanked the Board for approving the purchase of a generator for the server room; a few weeks ago, the power went out and the generator kicked in, allowing operations to continue without bringing the server room down. Dr. Smith noted that the Association of Community College Trustees has accepted the Board's presentation for the October, 2012 National Congress and the Board will present on the College's manufacturing partnerships. Dr. Smith introduced Ms. Kay Moormann, new Executive Dean of Continuing and Professional Education; she along with others attended a meeting with a local manufacturer who is willing to let McHenry County College students learn on their costly Computer Numerical Control machines, a great cost saving to the College. Dr. Smith spoke about the College's focus on partnerships to train students for jobs within McHenry County.

UPDATE ON BUILDING B RENOVATION

Mr. Steve Pate of RuckPate Architecture and Mr. Brian Lucas of Pepper Construction provided an update on the Building B renovation. Mr. Lucas reported that the project is on target and on budget, after value engineering ideas were presented to keep the project costs under budget. Mr. Steve Pate noted that a contingency fund of \$300,000.00 is still being carried at this stage. Mr. Lucas gave a computer-generated video presentation showing the space and Mr. Pate noted that Pepper Construction is using the same BIM (Building Information Modeling) model prepared for the construction documents.

PRESENTATION ON CLASSIFICATION AND COMPENSATION STUDY

Ms. Angelina Castillo noted that the study will be ready for the July Board meeting rather than the June Board meeting. Dr. Jeff Ling provided an update, noting that the study will be given to the Board in advance for review. Dr. Ling's presentation covered the study goals, methodology, market analysis, market averages, combined solution and implementation. The noted the next step is to receive an up-to-date database to finalize costs and create the final report. Dr. Ling received questions and comments from the Trustees and answered their questions.

PRESENTATION ON HEALTH INSURANCE

Mr. Manke and Mr. West gave a brief summary report. The Insurance Advisory Committee, consisting of faculty, staff and administrator representatives, met and made a recommendation, in conjunction with the College's insurance broker, to increase insurance premium costs for the coming year in order to build a reserve fund. Premiums will increase as follows:

Health Insurance	4.2% premium increase
Dental Insurance	5.6% premium increase
Vision Insurance	1.6% premium increase

New premium costs take effect July 1, 2012. Mr. Manke noted that the College is self-insured and believes this is a reasonable solution. After the presentation Mr. Manke responded to questions and comments from the Trustees.

DISCUSSION OF FY 2013 BUDGET

Mr. West spoke about the FY 2013 budget. He put together budgeted revenue, and has annualized expenses to come up with the change in the fund balance. He noted that not much was spent this year out of Fund 03 (Operations and Maintenance, Restricted). Ms. Miller clarified that Mr. West was showing cash basis – money in, money out – and noted fund balances would change drastically with the audit.

Mr. West stated that the College was fiscally conservative in spending this year. Fund 01, the Education Fund, showed tuition down during the year, a little in rental income and a little in interest. He noted that this would project to Fund 02, Operations and Maintenance General Fund.

Mr. West noted that conservative projections made this year, budgeting revenue down 3%, were right on target. Ms. Miller asked that expenses be categorized; Mr. West will send that information to Dr. Smith.

Mr. West noted that the budget must be submitted by September 30, 2012.

Expenses were reviewed: stoplight relocation, Highway 14 interchange, land acquisition, salary increases by contract, health insurance, pension contributions, funds earmarked for ISES projects. It was noted that there is a 3.19% reduction in the base operating grant from the state.

A discussion followed on insurance purchases: cyber liability/data breach, property and casualty, and worker's compensation. Dr. Smith added that increased numbers of students in health care profession classes at clinical sites translates into increased insurance premiums.

REVIEW OF RAMP DOCUMENT

Dr. Smith explained that the RAMP document must be sent to the Illinois Community College Board each year in order to place building projects on the state's list. Mr. West added that the new Facility Master Plan was factored into this year's RAMP document, adding that three projects have been included in the document. All agreed to move this forward to the June Board meeting.

ADMINISTRATIVE STAFF COMPENSATION

Dr. Smith spoke about administrative staff compensation for the coming year, recommending a 3% increase for administrators. After discussion, it was agreed to wait until the results of the Classification and Compensation Study were known before a decision is made.

CLOSED SESSION

No Closed Session was needed.

FUTURE AGENDA ITEMS

The next meeting will include discussion on the FY 2013 Budget and additional information on the Classification and Compensation Study.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Parrish stated his concerns with the Evergreen Solutions presentation on the Classification and Compensation Study; he stated that the College's job descriptions are complete and stated that Ms. Castillo is behind them. Ms. Castillo stated that the report is more in-depth and the tool can be shared with the Board.

Dr. Smith reported that she was called before the Capital Development Board to speak about the exterior lighting project for the College's parking lots. She explained to the Capital Development Board how the College used Quality-Based selection for this project, for which the College was commended.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Larson moved to accept the Closed Session Minutes of the May 15, 2012 Committee of the Whole meeting and Ms. Miller seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Adams adjourned the meeting at 7:55 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary