

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 22, 2013, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Jenner
Ms. Kisser
Ms. Liddell
Ms. Walsh
Mr. Wilbeck
Mr. Parrish

Ms. Lambert was absent.

Mr. Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Chair Parrish read the Mission Statement in Student Trustee Lambert's absence.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The July 25, 2013 minutes were amended to reflect specific details on items removed from the consent agenda, and also to reflect who removed the items. Ms. Walsh moved to approve the July 25 minutes as amended and Ms. Miller seconded the motion. Mr. Jenner expressed concern about accepting minutes without seeing the change. Ms. Kisser proposed that minutes not be accepted until the changes can be verified, which delays posting by a month. Mr. Jenner stated that he did not want to hamstring the process. A voice vote was taken, and all were in favor; the motion carried.

Chair Parrish introduced Mr. Wayne Walusiak, a retired veteran taking classes at MCC. Mr. Walusiak was greeted with applause.

Ms. Kisser noted that the July 27 minutes had not been accepted and moved to approve the July 27, 2013 minutes from the Board Retreat and Mr. Wilbeck seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Wayne Walusiak addressed the Board, speaking about the classes he is taking at McHenry County College.

Ms. Kim Hankins, Director of Sustainability, addressed the Board regarding sustainability at the College. She spoke about a unique opportunity for the community; the College has been selected to participate in the PowerPack program, and noted that a series of seminars will be conducted, beginning September 19 at the Shah Center. More information about this series is available by using the following link:

<http://www.mchenry.edu/green/ViewGreenEventDetails.asp?EventId=8267>.

CHAIRMAN'S REPORT

Mr. Parrish noted that tonight's agenda was rearranged so that key issues are discussed earlier in the meeting. He spoke about having shorter meetings and asked presenters to estimate their time and stick to it.

Mr. Parrish stated that tonight, the Board will be asked to vote on the proposed budget for FY 2014. He emphasized that this is not a tax levy, but a plan, and stated that he was impressed by the phenomenal work Mr. Tenuta and Dr. Smith have done.

PRESIDENT'S REPORT

Dr. Smith provided enrollment reports and noted that while head count is important, it is credit hours on which the state pays. Dr. Smith announced that the Occupational Therapy Assistant program has received accreditation from its accrediting body, Accreditation Council for Occupational Therapy Education (ACOTE). She added that the purchase of 20 acres is proceeding; the College is waiting for Illinois Community College Board approval. Dr. Smith noted that Ms. Kay Moormann, Executive Dean of Workforce and Community Development, was selected as the next president of the National Council for

Workforce Education. Dr. Smith noted also that funding for the Adult Education and Family Literacy (AEFL) program was approved for Fiscal Year 2014, totaling \$421,494. The AEFL funding supports the continuation of programs of instruction for English as a Second Language (ESL) students, Adult Basic Education (ABE) students, and Adult Secondary Education students (ASE). Dr. Smith added that as GED testing will be offered solely online, computer classrooms have been placed in the Adult Basic Education area to help prepare students for the exam. The price of the exam is rising from \$25.00 to \$120.00. Ms. Walsh asked whether the College could work with the Foundation for special funding. Ms. Moormann will start looking at that avenue.

PRESENTATION: Health Occupations at McHenry County College

Mr. James Falco, Executive Dean of Education, Career and Technical Education, and Dr. Amy Maxeiner, Executive Dean of Math, Sciences and Health Professions , gave a presentation on Health Occupations which covered the following areas: Emergency Medical Services, Health and Fitness Education, Basic Nursing Assistant, Occupational Therapy Assistant and Nursing. The presentation is available to view at <http://www.mchenry.edu/board/index.asp>.

COMMUNICATIONS

A. Faculty Report

Ms. Anne Humphrey and Ms. Elaine Whalen presented the faculty report, which included details about fifteen faculty members' varied activities and accomplishments over the summer. Meri Winchester's YouTube channel was accepted into YouTube.edu, a safe channel for schools, due to its high quality educational content. Matt Irie had a two-person exhibition at Northeastern Illinois University titled "Imaginary Friends: Matt Irie and Geoffrey Todd Smith." Ron Compton, who teaches Intercultural Communication which began last fall, studied for a week under the authors of the textbook for that course. Clay Brown presented "Top Ten List of Things to Figure Out While Learning Canvas" at the Instructure/Canvas LMS conference. Pat Zokal took a graduate class in the Diagnosis and Assessment of Mental Disorders; other counselors have attended seminars on the same topic this summer because the new DSM (Diagnostic and Statistical Manual of Mental Disorders) came out at the end of spring 2013.

Janet Scott reports that she saw a large amount of research going on in the library this summer. She worked with students in English, Speech, Chemistry, Biology, Psychology, Nutrition, Business, Nursing, and Mythology. Judi Cameron, Steve Young, Tim Seitz, and Jessica Whitcomb spent part of the last week of June at the Newberry Library in Chicago as part of the “Out of Many: Religious Pluralism in America” project (an NEH funded project through the Newberry). Some of the information is being used in their new Learning Community: “Religion – Who needs it,” a combination of World Religions and Introduction to Cultural Anthropology coming this Fall. Justin Hoy and Sarah Ruthven went to see a show at the Milwaukee Art Museum entitled 30 Americans. The show is a collection of contemporary art by 30 African-American artists and will use the experience in their spring learning community: Reality Bites: social problems and art appreciation. Marla Garrison was elected to the Executive Board of the Dragonfly Society of the Americas at this summer's annual conference. Anne Humphrey was elected president of the Historical Harp Society at the Annual Workshop and Conference in July. Mike Albamonte and the alternative fuels truck were at the auto show on the Woodstock square. He and others from the automotive department also helped park the hotrods at the charity event.

B. Adjunct Faculty Report

Mr. Ponzio stated there was no report this month; news will be reported next month.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Ms. Lambert was absent; Ms. Kissler noted that her report was in the monthly Board packet.

E. Health Sciences Education Building Report

Mr. Parrish noted that neither he nor Ms. Miller was able to attend the last meeting. Ms. Brown stated that the report is being finalized; it should come to the Board at the September Committee of the Whole meeting.

F. Comments from the Board

Ms. Liddell reported that last week's Senior Fair was very well attended; she commended the Campus Public Safety staff for providing excellent service to those attending the fair.

Mr. Jenner spoke about the convocation event held August 15; he commended the organizers, praised a workshop he attended and noted that he participated in the courtyard activities over the lunch hour.

G. Attorney Report

Mr. Curran stated that Dr. Smith already provided information in the President's Report and noted the purchase should be completed soon.

APPROVAL OF CONSENT AGENDA

Ms. Miller moved to approve the Consent Agenda and Ms. Liddell seconded the motion. During discussion, Mr. Wilbeck asked that item B. 7., Computer Wiring Supplies and Equipment for Campus Technology Infrastructure Improvements, Board Report #13-163, be removed for further discussion. Ms. Miller amended her motion to approve the Consent Agenda minus item B. 7. as noted above and Ms. Liddell seconded the amended motion. Mr. Jenner commented that 100% of the items for purchase are exempt from bidding, and added that this is more a criticism of the law than the College. He noted that some items cannot be found elsewhere and that for two items, multiple quotes were obtained. The roll was called and all were in favor; the motion carried.

For Approval

- A. Financial Statements
 - 1. Executive Summary
 - 2. Treasurer's Report, Board Report #13-155
 - 3. Ratification for Accounts Payable Check Register, Board Report #13-156
- B. Requests to Purchase
 - 1. Annual F5 Load Balancer Support and Maintenance, Board Report #13-157
 - 2. Annual Microsoft Enterprise Agreement, Board Report #13-158
 - 3. Annual Symantec Support, Board Report #13-159
 - 4. Annual VMware Licensing and Support Contracts, Board Report #13-160
 - 5. Citrix Training, Board Report #13-161
 - 6. Computer and Network Equipment for CNC and Robotics, Board Report #13-162
 - 7. Computer Wiring, Supplies and Equipment for Campus Technology Infrastructure Improvements, Board Report #13-163
 - 8. Cymphonix Support and Maintenance, Board Report #13-164
 - 9. Maintenance Supplies, Board Report #13-165
 - 10. Technology Equipment for CNC and Robotics Using TAA Grant Funds, Board Report #13-166
- C. Joint Educational Agreement between McHenry County College and Gateway Technical College, Board Report #13-167
- D. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152 Add.
 - 2. Approval of New Positions, Board Report #13-168
 - 3. Appointment of Replacement Director for Institutional Research, Board Report #13-169

4. ~~Appointment of Replacement Instructor and Program Chair of Culinary Management, Bd Rpt #13-170~~
5. Salary Adjustment/Advanced Placement, Board Report #13-171
6. Request for Retirement, Board Report #13-175

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Miller moved to approve item B. 7., Computer Wiring Supplies and Equipment for Campus Technology Infrastructure Improvements, Board Report #13-163, and Ms. Kisser seconded the motion. Mr. Wilbeck noted that this item was not discussed at the Committee of the Whole meeting. He asked why the College was switching from CAT 5 to CAT 6 wiring and Mr. Jenner pointed out that this was an item where multiple quotes were obtained. Dr. Butler answered Mr. Wilbeck's question, noting that when wiring is replaced, the College prefers to replace with the latest best standard. Extensive discussion followed, and during discussion it was determined that documentation schematics on the wiring were obtained. The roll was called and all were in favor; the motion carried.

COMPENSATION ADJUSTMENTS FOR ADMINISTRATIVE PERSONNEL FOR FY 2014, Board Report #13-172

Mr. Parrish stated that the Board has been discussing this issue for two to three months, and stated that good discussion was held at the August Committee of the Whole meeting. Mr. Parrish explained the Board Report's contents, noting of the 3% increase, all administrators would receive a 1.7% cost of living adjustment, and the remaining 1.3% would be distributed through a merit system to be developed. It was agreed that the merit system should come to the Board earlier than December as stated in the report.

Ms. Liddell moved to approve that Board Report #13-172, Compensation Adjustments for Administrative Personnel for FY14, be accepted with the amended date of November, 2013 rather than December for Board approval. Ms. Kisser seconded the motion. The roll was called. Ms. Liddell, Ms. Miller, Ms. Walsh, Mr. Parrish and Ms. Kisser voted in favor; Mr. Wilbeck and Mr. Jenner voted against. The motion carried.

FISCAL YEAR 2014 PROPOSED BUDGET FOR PUBLIC DISPLAY, Board Report #13-173

Mr. Parrish stated that two budgets were prepared: one that would be flat and one with an increase. Mr. Tenuta explained that the budgets are laid out in ICCB-prescribed formats. Ms. Walsh moved to approve the alternative budget that was presented for FY 2014. Ms. Kisser seconded the motion. Discussion followed to

explain that there was only one Board Report, although there were two budgets for consideration. Ms. Miller noted that the motion is on the floor for the alternate budget. If that passes, the Board is finished. If it does not pass, another motion would need to be made.

Mr. Tenuta stated that inflation will erode the College's ability to operate at the current level and explained his projections. If the College does not anticipate or adjust with inflation, there are negative consequences down the road. He noted that after five years, almost \$5 million is taken out of the ability to continue on and the College would have to look at cost cuts or tuition revenue. Mr. Tenuta reviewed fund balances over the last five years, and showed comparisons to the state average, which shows MCC below on every fund. He explained that a sufficient amount is needed to operate the College. He added that the College's audit firm confirmed that it is considered prudent to keep 25% to 40% of operating funds in the fund balance. He emphasized the importance of maintaining appropriate fund balances to provide liquidity that might be needed to cover changes in cash in and out, and emergency or extenuating circumstances. Mr. Tenuta added that without a sufficient fund balance, the College would have to issue Tax Anticipation Warrants, the interest on which would add to the College's operating costs.

Mr. Tenuta spoke about the structural addition of the fund balance, showing a lot of double digit cuts in expenditures; this document illustrates how the budget is being designed.

Ms. Liddell asked for the current fund balance; Mr. Tenuta replied that in Fund 01, there was \$22-23 million at the end of fiscal year 2013, which is close to 40%. Mr. Tenuta continued to review the document page by page, noting comparisons to peer colleges in tuition, per capita cost, and tax rates. He noted that McHenry County College's tax rate is the 29th lowest community college in the state. He noted that the College is very conservative in asking only for what is needed to operate the College, and added that the College follows good practice in always having contingency plans in place in the event projected revenues do not come in as expected. He noted the College would rather be proactive with plans in place than to be reactive.

Ms. Liddell asked Mr. Tenuta to confirm that if the College carries a flat budget, it impacts the College for five years, and that revenue opportunity would be lost for many years. Mr. Tenuta confirmed that the loss revenue continues indefinitely. Ms. Liddell pointed out that the budget was created with flat credit hours; she

noted that an increase in enrollment would bring in more revenue while incurring an additional cost to serve more students. She noted that was not built into the budget and Mr. Tenuta confirmed that was correct. Ms. Liddell stated that if a deficit occurred, there are only two revenue sources: tuition and taxes. She noted that the only places a deficit could be made up would be increases in tuition and fees or reduction in overhead. Mr. Tenuta added that eroding the fund balance would be a third option.

Mr. Parrish stated that credit hours should be reviewed each year and the amount of tuition needed should be recalculated, always taking a very conservative approach, to see how the negative trend could be offset.

Ms. Kisser summarized discussion, noting that the levy does not have to be decided tonight. Her understanding is that if the Board votes for the original budget, there is a higher revenue stream, based on assumptions that there is an increase in the levy. If the Board votes not to increase the levy, that budget does not have to be reapproved and posted. If the Board adopts the lower, alternative budget, and decides when it comes time to vote for the levy that there should be an increase, the budget would have to be republished and readopted. She stated that if she is correct on this assumption, the Board would vote for the budget that will not have to be readjusted down no matter what happens, versus voting for a budget that might not be our thinking now and would have to be republished and voted on again later.

Mr. Tenuta stated that Ms. Kisser's statements mirror what would have been his summary closing. He noted that right now, a budget must be put in place. The levy is not being approved now. He stated it is easier to reduce the budget than to go through the process again, and hold another Budget Hearing. He stated he has nothing to hide and wants to show the public that what is being showed is what the College is anticipating. He stated that approving the budget as it stands does not bind the Board to a specific decision down the road; each will be acted on independently.

Ms. Kisser stated that if the Board voted to approve the alternative budget, extra revenue would have to be found. Mr. Tenuta replied that if the Board did go to an increased levy, the money would be available but there would not be approval to spend that money; he noted that it is easier to get it right the first time than go back and correct. Ms. Walsh spoke about truth in budgeting, realistically looking at revenues. She stated that if there is a consensus to do a flat levy that should be reflected in the budget. Ms. Miller noted that there isn't

a consensus yet as the Board has not voted. Ms. Walsh replied that when talking about revenue streams, you have to be honest. Ms. Kisser noted that the Board cannot decide that tonight. Mr. Parrish stated that if the Board votes to approve the alternate budget tonight, there is still an opportunity in a month or two to levy at a higher level, and therefore a supplemental budget would be created and approved; Mr. Tenuta stated that was correct. Mr. Parrish stated that the Board is actually talking about \$545,000.00, and Mr. Tenuta stated that figure is 1% of the overall budget.

Ms. Miller emphasized to her fellow Trustees that when the levy is flat, revenue is lost that will never be recovered. She stated this is why the Board must look at the cumulative effect, noting that her fiduciary responsibility as a Trustee is to make sure the College is financially sound. She stated that to her, a flat levy is not good policy, as it does not cover inflation. Ms. Kisser stated that discussion is for a later date. She agreed that Ms. Miller's point is important to have in the back of Trustees' minds as they vote on the budget, they need to be aware that approving the alternative budget would require major work if the Board decides to levy. Ms. Kisser stated that she favors the original budget; she does not see a problem voting for that budget; if the Board does not levy, and a philosophical position is worked out, the Board will be in no worse position – the revenue won't be there, and the College will not be spending that money. Mr. Parrish added that if the Board does not vote to approve the alternate budget, the Board has lost a chance to give a signal to the College to develop, balance and establish a spending and revenue plan to allow the College to go with a flat levy. He stated that if the Board approves the extra funding in the current budget it would be painting itself into a corner. Ms. Kisser disagreed, stating that those were reserve funds. She noted the operating expenses on two budgets were identical except for the levy. If the levy does not come through, the transfer or the reserve balance is affected, no more will be spent on the expenditure side. Mr. Tenuta stated that if the Board decides to transfer \$2.5 million, it would have to be found within the operating budget.

Mr. Tenuta stated that if the Board approves the alternate budget, he would recommend to Dr. Smith that \$500,000.00 of operating expenditures be held back, taking a stance on the conservative side. Ms. Walsh asked that the question be called. Mr. Jenner stated that the Board is not voting on a budget, but voting to put the budget on public display for 30 days, and noted the Board is not voting on the levy tonight. He asked Mr.

Tenuta how much was budgeted for legal fees; Mr. Tenuta replied that \$400,000.00 was budgeted. Mr.

Jenner asked what the firm PMA does for the College and Mr. Tenuta stated that PMA has no input into the budget, but provides financial advice or help in financing projects. Mr. Jenner asked how long the College has used PMA's services and Dr. Smith replied they have been used two or three years.

Mr. Parrish asked that the roll be called.

When Mr. Jenner called the roll, Ms. Walsh, Mr. Wilbeck, Mr. Parrish and Mr. Jenner voted in favor; Ms. Miller, Ms. Kisser and Ms. Liddell voted against. The motion carried.

Mr. Parrish announced that a short break would be taken at 8:34 p.m. The meeting reconvened at 8:45 p.m.

McHENRY COUNTY COLLEGE'S STRATEGIC PLAN, Board Report #13-174

Ms. Liddell moved to approve Board Report #13-174 and Ms. Walsh seconded the motion. During discussion, Trustees spoke about the contents and wording of the Strategic Plan. Mr. Wilbeck asked whether things like taxpayer backlash and baggage could be left in the past and move forward. Ms. Miller stated that the Strategic Plan includes a SWOT analysis, and Ms. Kisser stated the SWOT analysis is an accurate representation of what is reported and that the verbiage in question is part of the raw material used to create the Plan. Discussion followed on whether the report might be modified to explain the Board's history.

Mr. Parrish spoke about references to the media and bloggers and noted that the Board is encouraging media relationships to help get the College's message published in a positive and accurate way. Ms. Kisser stated that the opening sentence references findings from the Board's retreat in June, 2012. Ms. Miller stated the Board was not proud of those threats; that is what they had during that time. She does not feel the document needs to be changed. Ms. Walsh stated that the Board spends hours talking about transparency, this is what it is, and maybe it will lead to some discussion. Ms. Miller stated that the Strategic Plan is developed to help minimize threats.

Mr. Wilbeck asked what the Board was actually voting on; he asked if the document was set in stone. Ms. Brown replied that the document is fluid. Every year, as departments, staff and faculty develop their action plans, using the overarching five initiatives, the plan will always change. Mr. Jenner stated it is no secret he disagrees with growth projections used in plans going forward. He stated that were he to vote for this plan it

would put him in a position of hypocrisy for items to be brought to the Board in the future. Mr. Parrish asked when the plan would be updated again; Ms. Brown replied that the plan will be updated in five years. There are no financial obligations – the Board is approving the five overarching goals, which becomes the institution's priorities, based on resources available which the budget will guide. She stated that the Strategic Plan provides the framework for future decisions. The plan is evaluated quarterly on a department level: are departments meeting or changing milestones? Mr. Wilbeck asked if the Board would see results after a year and Ms. Brown replied that regular updates would be given.

Ms. Miller questioned why Mr. Jenner could not support initiative 2, which insures student learning. Mr. Jenner replied that he had no issue with maintaining the College's financial stability. He stated that when talking about expanding infrastructure and technology, that can be costly as technology becomes obsolete very quickly. Ms. Miller stated that as a learning institution, continual improvements must be made. Mr. Jenner agreed with that point and added that he disagrees with the numbers behind the expansion proposals. Mr. Jenner noted that the Strategic Plan is not a radical document; it continues how things have been done. He stated that there is nothing in the plan that binds the Board to do a major expenditure. Ms. Walsh reiterated what Ms. Kisser said: the plan is a road map with goals that allows the College and individual departments to set their agendas, and the budget should reflect what is spent and what goals are established. In the end, the Board decides the amount and where that will be. She stated the plan is a framework.

Ms. Miller praised the document and stated that the group has done a great job.

Ms. Liddell stated that conceptually, technology and infrastructure improvements are very important. Mr. Jenner stated that the College's goal is student success; he does not think that translates into growing as much as possible.

The roll was called. Ms. Walsh, Mr. Wilbeck, Mr. Parrish, Ms. Kisser, Ms. Liddell and Ms. Miller voted in favor; Mr. Jenner voted against. The motion carried.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser stated that progress is being made on Section 2 review. The committee continues to look into

gathering information on procedures and policies regarding the Freedom of Information Act (FOIA) and related issues on closed session minutes. These items will be discussed at the September meeting as well.

Ms. Kisser noted that there was quite a good turnout from the Board, beyond committee members.

B. Committee of the Whole

Ms. Liddell stated that there was an effective meeting on August 13 with good information from Dr. Smith, in addition to discussing items that were voted on at tonight's meeting. Ms. Liddell stated that Committee of the Whole meetings are great to review topics the Board will be voting on. Mr. Parrish endorsed that 1000%, noting that there was only one item removed from the Consent Agenda tonight.

ICCTA REPORT

Ms. Liddell reported that the College was well represented at the last Illinois Community College Trustees Association meeting. She stated that she attended the Governance Leadership Institute, which was very effective, noting that materials from this meeting are available online at <http://www.acct.org/events/2013-governance-leadership-institute>. Ms. Liddell noted that she will be representing MCC on the Executive Committee, and stated that the next meeting would be held September 13-14 in Springfield. She noted that the ACCT Leadership Congress will be held October 2-4 in Seattle, where the Trustees will be making a presentation. Lastly, she noted that there will be a meeting November 8 and 9 in Schaumburg. Ms. Walsh asked what was covered at the meetings and Ms. Liddell replied that legal and legislative updates are given, along with roundtable discussions on a variety of topics. Ms. Liddell reported on several recent articles available through ICCTA on development opportunities, business planning, increased philanthropy efforts and a community college report card proposed to be effective by 2015.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh stated that Ms. Deborah Rivera has joined the Foundation Board. She is a restaurant owner and is active in the McHenry County Restaurant Association. She noted that two new scholarships have been added: Crystal Lake Bank & Trust established an annual scholarship. The scholarship will be awarded to two students pursuing finance or business degrees. Each scholarship will be \$500.00 annually with awards beginning in spring 2014. World Class Industries/WD Allen established an endowed scholarship for students

enrolled in manufacturing courses. The endowed scholarship awards will begin in fall 2014. An alumni engagement plan will begin in the spring, and the Foundation's Memorandum of Agreement with the College will be reviewed. Ms. Walsh also noted that Education to Empowerment has awarded a third scholarship.

FOR INFORMATION

- A. Resignations
- B. Office of Marketing and Public Relations Update
- C. Office of Resource Development Update and Fiscal Year 2013 Grant Report
- D. Office of Sustainability Update

Ms. Walsh inquired about the Grant report; Ms. Brown confirmed that three grants were not awarded.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh asked how the first week of school was going; Dr. Smith replied that things are going well. She noted that many employees were stationed throughout campus at help desks to help students. She stated that faculty members have expressed appreciation for remodeled classrooms. Dr. Smith stated that the parking lot was finished by 7:00 a.m. on Monday morning as school was to start.

Ms. Miller asked that the feasibility study partnership be given early at the next meeting as she has a conflict. It was determined that this presentation would be given at the Committee of the Whole on September 17.

Mr. Wilbeck spoke about proposed billboard advertising, suggesting that advertising be directed more toward class offerings or new program offerings.

Mr. Wilbeck asked for a copy of the letter which went out to those affected by the security breach and stated that his initial response was declined. Dr. Smith replied that she believed she was following protocol, waiting for information to be finalized before sharing it. Dr. Smith apologized if she misinterpreted the protocol outlined in closed session.

Mr. Parrish stated that at an earlier meeting he asked for information on classroom utilization; Dr. Miksa will have a report at the September Committee of the Whole meeting.

Discussion followed on the length of presentations given at Board meetings; Chair Parrish and Ms. Miller disagreed on whether a time limit should be mandated on presentations.

Ms. Kisser asked how the ERP system performed with the first full semester of registration and Dr. Butler replied that registration lines this time were very short and noted that having key work stations staffed around campus helped the process as well.

Mr. Wilbeck asked Mr. Tenuta about a bookstore issue; Mr. Tenuta clarified that a change in the way financial aid was processed was made, to improve processes and protect resources.

Ms. Liddell noted that the parking lot was full today; she appreciated that the size of the parking spots was increased. She asked whether there was a more effective way to utilize the College's Student Trustee, Ms. Lambert. Ms. Kisser agreed and stated that Student Trustee input is important.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

Mr. Parrish stated that a Closed Session would be needed.

CLOSED SESSION

At 9:50 p.m., Mr. Wilbeck 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*. Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 9:50 p.m.

At 10:05 p.m., Ms. Miller moved to come out of Closed Session and Ms. Liddell seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 10:05p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Liddell moved to accept the Closed Session minutes of the Special Board Meeting, June 18, 2013, the Regular Board Meeting, July 25, 2013 and the Board Retreat, July 27, 2013, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

Mr. Wilbeck asked whether the Committee of the Whole meeting would be streamed; Dr. Smith confirmed that the September meeting would be streamed.

ADJOURNMENT

Hearing no further business, Chair Parrish adjourned the meeting at 10:07 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary