

REVISED

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, December 18, 2014, 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 Walsh called the roll, the following were present:

Mr. Peters
Mr. Jenner
Ms. Kisser
Ms. Liddell
Mr. Smith
Ms. Walsh
Mr. Parrish

Ms. Miller was absent.

Dr. Smith was also present. Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Peters read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the November 20, 2014 Regular Board Meeting were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Katrine Poe addressed the Board regarding handicapped parking; she pointed out that most handicap parking spots are quite a distance from the building entrances, and noted that winter treatment of the spots has fallen off sharply, creating dangerous situations.

PRESIDENT'S REPORT

Dr. Smith reported that author Chuck Underwood will speak at Elgin Community College's convocation on January 8; any trustee who wishes to attend this event must inform Ms. Kriegermeier by Tuesday,

December 23. Dr. Smith reported on several items: IGEN bulk solar installation study, federal government actions affecting community colleges, and news from around the College.

PRESENTATIONS

Kids and College

Ms. Laura Beaupre, Coordinator of College and Career Readiness, gave a presentation on the Kids and College program, focusing on STEM (Science, Technology, Engineering and Mathematics). Students Michael Will (fourth grade), his mother Pam Will and Mia Gola (first grade) and her mother Bethany Gola spoke about their positive experiences with the program and were greeted by applause. The presentation can be viewed at www.mchenry.edu/board.

Update on AQIP Systems Portfolio Feedback Report

Ms. Pat Stejskal, Director of Institutional Effectiveness, gave an update on the AQIP Systems Portfolio Feedback Report. She noted that the results of the report received in March, 2013 were disconcerting, and outlined the steps that have been taken to respond, including action teams set up to respond to the report's results. Dr. Humke and Dr. Butler have a team working on measuring effectiveness. Dr. Butler noted that the College has a lot of data, which is very complex and difficult to mine in a meaningful way. Dr. Butler added that the College must structure how data is accessed, used, and disseminated. Brief discussion followed on how this effort can be moved along; Ms. Walsh asked whether more resources would be needed. Dr. Smith replied that the Office of Institutional Research may need more staff. She noted that the College is addressing the issues brought forth in the feedback report, adding that Eric Martin from the Higher Learning Commission stated that some feedback in the report was inappropriate but could not be removed. Ms. Stejskal stated that a team is attending the February, 2015 Strategy Forum, which could perhaps drive some discussions.

Ms. Stejskal's presentation can be viewed at <http://www.mchenry.edu/board/index.asp>.

IT Disaster Recovery at MCC

Dr. Butler stated that a Board Report will be placed on the January agenda for approval on the next phase of the disaster recovery plan. He noted that the major goals of the Technology Master Plan are 1) to deliver a quality ERP system implementation, 2) to improve cost and flexibility by using desktop

virtualization, which will save approximately \$220,000.00, 3) provide anywhere, anytime access to information, and 4) improve and automate systems and processes for business continuity. Dr. Butler spoke about the College's backup plan, where documents are saved locally, and at the Shah Center. Dr. Butler added that the College's telephone system, which has a ten-year life, is now fifteen years old. He noted that the College is looking at a new system for next year.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey reported on faculty activities and projects over the month of December.

B. Adjunct Faculty Report

Ms. Linse noted that the adjunct faculty contract had been ratified, and wishes all happy holidays.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Mr. Peters reported on recent student organization events; his complete report is available to view online in the December Board packet.

E. Comments from the Board

Mr. Jenner remarked that a great job was done on organizing the December graduation ceremony; he asked if any Trustees were attending the National Legislative Summit in February; he offered those attending his hope for a do-nothing Congress. Mr. Smith asked that students speak to the Board directly about student space; Mr. Peters will be doing a presentation in January with a team of student leaders. Ms. Liddell commended College staff working with local school districts, noting that we are starting to lead the way for STEM activity. Ms. Kisser asked that handicap accessible parking spots be reviewed to see if the College can do better on distance to the door.

F. Attorney Report

Mr. Curran had no report.

APPROVAL OF CONSENT AGENDA

Mr. Parrish asked if any items were to be removed from the Consent Agenda; there were none.

Ms. Liddell moved to approve the Consent Agenda and Ms. Walsh seconded the motion. During discussion, Ms. Kisser and Ms. Liddell asked for refinements made to the Executive summary, showing comparison to last year's figures. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #14-198
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #14-199
 - 2. Ratification for Accounts Payable Check Register, Board Report #14-200
- C. Requests to Purchase/Renew/Lease
 - 1. Three 15 Passenger Buses, Board Report #14-201
- D. Associate of Applied Science Degree in Physical Therapist Assistant, Board Report #14-202
- E. Destruction of Closed Session Recordings, Board Report #14-203
- F. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Spring 2015, Bd Rpt #14-204
 - 2. Appointment Replacement Instructor of Psychology, Board Report #14-205
 - 3. Request for Retirement, Board Report #14-206
 - 4. Salary Adjustment/Advanced Placement, Board Report #14-207

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

ADOPTION OF 2014 TAX LEVY, Board Report #14-208

Ms. Liddell moved to approve Board Report #14-209, Adoption of 2014 Tax Levy, and Ms. Walsh seconded the motion. During discussion, Mr. Jenner asked why there was a provision for fund reductions as he believed the levy to be flat, with no increase or decrease. Mr. Tenuta replied that he has that information in the levy to dictate to the County Clerks what he wants done; the levy is identical to last year. The roll was called and all were in favor; the motion carried.

NEW BOARD POLICY 2.1.5.1., Operating Fund Balance, First Reading, Board Report #14-209

Mr. Jenner noted that this item was not up for a vote this month, and added that the policy contains nice verbiage that works. Ms. Liddell asked whether the organizations that govern community colleges were brought into the policy. Dr. Smith replied that such information is contained in the narrative, rather than in the policy. Brief discussion followed; Ms. Kisser noted that the information in the narrative could be discussed at the February Evaluation and Policies Committee meeting.

LOCAL DEBT RECOVERY PROGRAM INTERGOVERNMENTAL AGREEMENT, Board Report 14-220

Ms. Walsh moved to approve Board Report #14-210 and Mr. Smith seconded the motion. During discussion, Ms. Kisser asked how this program's collection methods are, compared to commercial collection agencies; Mr. Tenuta replied that the program has no direct contact with persons in debt. If there is a tax refund due, the state will garnish and allocate the funds in order of timeliness – older claims will be given first. The person has sixty days to protest but will not be able to overturn the decision unless they can show satisfactory payment. Mr. Tenuta added that nineteen community colleges are using this program, which should be up and running for MCC by March, 2015. He has heard no negative feedback on this program. Ms. Kisser would like to get feedback from Mr. Tenuta, once the program is implemented, on how the program is working, and whether there are any complaints or hardships imposed.

AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND THE McHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION, Board Report #14-211

Ms. Liddell moved to approve Board Report #14-211 and Ms. Kisser seconded the motion. During discussion, Mr. Jenner asked what the overall cost is on an annual basis; Dr. Miksa replied that the College budgeted \$4.5 million for adjunct pay for FY2016, for a 3% increase, at \$170,000.00 a year. The roll was called; all were in favor and the motion carried. Dr. Miksa thanked the Board for their approval and Chair Parrish thanked Dr. Miksa and Ms. Linse.

PRELIMINARY DISCUSSION ON FY16 TUITION AND FEES

Mr. Tenuta stated that as has been the practice, administration tries to come to the Board well in advance, noting that this is the time to begin discussion on tuition and fees. He noted that community college funding comes from three sources: 1) state funds, 2) local government property taxes, and 3) tuition and fees. Mr. Tenuta stated that for the last two years (FY13 and FY14), state funding has been flat, FY15 we were allocated approximately \$450,000 more due to the strong enrollment for the prior two years, however, there is the potential for massive reduction in state funding, with the potential to lose 30% of this funding in the next eighteen months, with the best outcome being 5 to 10%. The state provides 5-6% of McHenry County College's revenue, or about \$2,700,000.00. He provided handouts showing tuition rates for Illinois community colleges; McHenry County College is eighth lowest in the state, at \$105.00 per

credit hour. Five of the community colleges lower than MCC are in the southern portion of the state. Mr.

Tenuta noted that per state statute, tuition can only be one-third of the \$440.41 per capita cost, which establishes a tuition ceiling rate of \$146.83. He noted that salaries and benefits account for two-thirds of operating expenses, set through collective bargaining agreements, except for confidential employees and administrators. Mr. Tenuta added that utility costs are dependent on weather, noting that deferred maintenance and capital costs are difficult to budget as priorities shift from year to year.

Mr. Tenuta spoke about enrollment; he noted that the unemployment index is the leading indicator, and at 5.1% in October, Mr. Tenuta does not think it will go much lower and added that for the last fifteen years, the unemployment index and enrollment have been almost perfectly positively correlated.

Mr. Tenuta spoke about a fundamental shift over strategic funding; the last two years, this has shifted from a student-sensitive perspective to a local-governmental sensitive perspective. If this is the Board's strategic direction, users should bear a greater share of providing services. He noted that service cuts have ramifications; cost cuts result in fewer opportunities for students, and non-core activities identified first for deletion may diminish a true collegiate experience for students. Mr. Tenuta opened the floor for discussion from the Board.

Ms. Kisser asked what the last tuition increase was; Mr. Tenuta replied it was \$3.00 per credit hour. Dr. Smith added that a suggested figure will be brought to the January Committee of the Whole meeting. Ms. Kisser stated that students supported the last tuition increase, and were looking for some enhancement of the physical facility which would include student space. She voiced her concern that students are being told that \$33,000.00 cannot be spent on a modular unit for student space, but students will again be asked for a tuition increase. Ms. Kisser asked what the buy-in would be for students, being asked for another increase so soon after the last increase; will it benefit them after they articulated their needs? Mr. Parrish stated that the Board needs to consider that input from the space utilization study will be forthcoming, and could impact the Board in either direction. Mr. Tenuta noted that a tuition increase could not wait until the results of that study in April, as tuition must be decided in February, to give the Financial Aid department time to package students' aid Ms. Walsh questioned the \$7 million budgeted for ISES deferred maintenance projects, noting that only 5% of that figure has been spent. She asked where those funds

would end up. Mr. Tenuta replied that \$1 million was carried over, due to projects not being done from FY14. Finishing the projects depends on the availability of facilities staff to do the projects. Dr. Smith added that the chiller is being installed now, and the hot water heater will be going in. The solar project at the Shah Center has just been finished, and the College is working with HRGreen on refurbishing the parking lot at Shah Center, as well as a new entrance there.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the December 8, 2014 meeting; highlights included a discussion of a policy on the operating fund balance, cancellation of the January Evaluation and Policies Committee meeting, an update on Board Self-evaluation and philosophy policies, an update on the status of the Board Policy Manual review, and several future agenda items.

B. Committee of the Whole

Ms. Liddell reported on the December 9, 2014 meeting; highlights included an update on the Education to Empowerment initiative, a Fiscal Year 2015 budget update, discussion on a modular building for student space, a report on community events attended by individual trustees, and future agenda items. Mr. Jenner spoke about the inception of an enhanced Board calendar.

ICCTA REPORT

Ms. Liddell reported that the national meeting will be held in Washington, D.C., in February, concurrent with the National Legislative Summit. She noted that meetings with senators and representatives are being set up. She asked all Trustees to visit <http://www.iccb.state.il.us/eis.html> for results of the ICCTA's Economic Impact study.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Smith stated that the Foundation provided more than 129 scholarships totaling nearly \$116,000.00, adding that many students would not have been able to attend McHenry County College without help from the Foundation's generous donors.

Ms. Walsh mentioned a letter at each Trustee's place, and asked the Trustees to consider making a commitment to the Foundation. Mr. Smith added that current contributions to Education to Empowerment are recognized. Ms. Walsh spoke about specific items for the Nursing Program, the Fitness Center, and the Veterans' office, acquired through donor support. She added that candidates for the Foundation Executive Director will be interviewed the week of January 12, 2015. Ms. Walsh added that the Foundation is calling for Distinguished Alumni nominations. Ms. Liddell asked for information on the number of donors in total, the number of new donors, and the dollar amount of donations received. She also asked for information on the scholarships endowed by retired Trustees. Mr. Smith and Ms. Walsh will provide this information in next month's report.

FOR INFORMATION

- A. Academic Calendar for 2015-2016
- B. Office of Marketing and Public Relations Update
- C. Office of Resource Development Update
- D. Office of Sustainability Center Update
- E. Upcoming Events

Ms. Walsh asked for a report containing information on new employees.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner wished everyone a relaxing break.

Mr. Parrish noted that he has been on the Board almost six years, and has never seen the Board work as collaboratively, cooperatively, and productively any more than they are now. He commended his fellow Trustees.

FUTURE AGENDA ITEMS

Student Trustee Peters plans to give a presentation on student space at the January Committee of the Whole meeting. Ms. Liddell asked for an update on trouble filling critical positions, and a breakdown on how contractual services (maintenance and custodial) are going. Ms. Liddell also asked for a report on

transfer degrees in applied sciences; Dr. Miksa noted that a report on such areas as industrial maintenance and the associate of applied science degree in engineering could be prepared.

CLOSED SESSION

At 9:42 p.m., Ms. Kisser 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. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 9:44 p.m. and the meeting reconvened at 9:52 p.m. Closed Session began at 9:53 p.m.

At 9:55 p.m., Ms. Liddell moved to come out of Closed Session and Ms. Walsh seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:56 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, November 20, 2014

Ms. Liddell moved to accept the closed session minutes of the Regular Board Meeting, November 20, 2014, and Ms. Walsh seconded the motion. There was no discussion. The roll was called; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:57 p.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary