

MINUTES  
COMMITTEE OF THE WHOLE  
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole was held on Tuesday, May 19, 2015, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Liddell called the meeting to order at 6:30 p.m. When Ms. Walsh called the roll in Secretary Jenner's absence, the following were present:

Mr. Memmen  
Ms. Kisser  
Mr. Parrish  
Mr. Smith  
Ms. Tirio  
Ms. Walsh  
Ms. Liddell

Mr. Jenner was absent. Dr. Smith was present. Attorney Nanci Rogers was present as legal counsel.

Ms. Liddell announced that due to difficulty with the system, tonight's meeting is not able to be streamed.

The meeting is being recorded and will be posted tomorrow on the website.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Committee of the Whole, April 13, 2015, were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Joe Tirio addressed the Board, noting that he found Student Trustee Memmen's presentation on the impact of student space interesting, but could not find information to prove a link between space and student engagement. He charged the College to improve academic accomplishment and improve engagement, and to cut costs by 2%.

PRESIDENT'S REPORT

Dr. Smith stated that in the last three weeks, the Board has expressed a desire that positive information about the College be more visible in the community. She shared with the Board six articles some of which appeared on the front page of the *Northwest Herald*, above the fold. Article topics included: 1) Student Trustee Memmen's presentation on student space, 2) Occupational Therapy Students helping senior

citizens through horticulture, 3) an increase in the MCC graduation rate, 4) College assistance for students taking the GED test, 5) a photo of Dr. Smith and the winner of the high school Accounting Bowl event, 6) a photo of Trustee Walsh handing out diplomas at May 16 graduation.

#### PRELIMINARY APRIL FINANCIAL STATEMENTS

Mr. Tenuta reported on preliminary April financial statements; he noted no areas of concern at this time. He answered Ms. Kisser's question about the balance sheets, noting that the bulk of deferred revenue is tuition, and a second question from Ms. Kisser about a deficit in Fund 03, which will be corrected during the end of the year adjustments. Monies are moved from one fund to another so the College has no zero cash balances, which is already reflected in the final figures that will come to the May Board meeting. Ms. Kisser also asked about pension funds; Mr. Tenuta replied that these funds will not be recorded until the end of the year. Ms. Walsh asked about investments; Mr. Tenuta noted that a breakdown of the investment report will come to the May Board meeting.

#### PRESENTATION ON REMODELING OF TESTING CENTER

Ms. McDonald and Ms. Haller gave a presentation on the proposed remodeling of the Testing Center; they explained changes required by ACT, which will make the Center more secure for testing and allow the Testing Center employees to be more efficient. The presentation also reviewed benefits which would result from the purchase of new software. Extensive discussion followed the presentation, after which Ms. McDonald and Ms. Haller received questions and comments from the Trustees. The presentation can be viewed at [www.mchenry.edu/Board](http://www.mchenry.edu/Board).

#### PRESENTATION ON SPACE UTILIZATION STUDY

A presentation on the Space Utilization Study was given by Mr. Dominick Demonica of DKA Architects and Mr. Frank Markley of Paulien & Associates. The study was created using baseline data from Fall 2014 showing facilities inventory, credit and noncredit course data, and College staffing. The Utilization Analysis responded to the question, "How well is MCC using current space?" They gathered information through work sessions over two days with MCC to discuss programs, instructional methodologies, and initiatives. Space standards and guidelines created by the National Center of Educational Standards

(NCES) were used, and the space needs analysis was created based on the following: current and future MCC programs, academic support, and activities space requirements compared with established national standards for space for these programs. The analysis was not based on aesthetics, existing facility conditions, or enrollment.

The analysis found that MCC has a total of 264,369 existing active assignable square feet (ASF), which compared to a guideline of 282,347 ASF results in a net deficit of 20,540 ASF. In analyzing future needs with FY 2025 as the end date, a guideline figure of 325,484 ASF would be needed, to accommodate existing and new programs, resulting in a net deficit of 63,677 ASF over the current 264,369 ASF.

The analysis found that classrooms are at full capacity, with the greatest space need in teaching laboratories, student center and athletics/physical education. Next steps include Board review of the final report. The Board will provide direction for moving into Phase II of planning at the May Board meeting.

#### DISCUSSION OF PRESIDENTIAL SEARCH/SELECTION OF SEARCH FIRM PROCESS

Discussion was held on selecting a search firm for the presidential search. Trustees reviewed a draft RFP and a list of potential search firms. Mr. Smith asked that the timeline to respond to the RFP be 14 days; Ms. Walsh added noncredit courses and workplace development programs to the language.

Ms. Kisser asked whether the Board preferred to proceed with an RFP and work out dates, or whether they would prefer to have a small group of Trustees research the list and hone it down to firms of interest, or did they want to pursue both avenues and reach out to other firms.

Dr. Smith noted an RFP might delay starting the search for a new president, while having a few Board members research the firms listed, then honing down the list, might result in a shorter time frame. Ms. Tirio proposed hiring Dr. Miksa on a trial basis. Ms. Rogers noted that the use of a search firm does not exclude the consideration of internal candidates. Ms. Kisser suggested that a small ad hoc committee be formed to vet the list of search firms, Ms. Liddell and Ms. Walsh felt that a search was necessary and valuable, adding that input is needed from all stakeholders, including the community. Consensus was reached not to use an RFP, but conduct research on executive search firms and then interview several firms. Ms. Walsh and Ms. Liddell volunteered to serve on the ad hoc committee. The scope of work in the

draft RFP will be used as a tool when looking at search firm websites. Ms. Liddell recognized Ms. Kisser for her effort on the search process.

#### DISCUSSION OF FINANCE AND AUDIT COMMITTEE CHARGE

Trustees discussed the charge of the Finance and Audit Committee.

The Committee will be comprised of the following: Cynthia Kisser, chair, members Ron Parrish and Molly Walsh, with the following staff: Vicky Smith, President, Al Butler, CIO, Bob Tenuta, CFO, and Lynn Cowlin, Assistant Vice President of Finance. Meetings are to be held quarterly and at any other time deemed necessary by the Chair or as requested by the Board of Trustees. The meeting schedule is to be discussed at the next Committee of the Whole Meeting.

The committee's charge is as follows:

- Ensure timely and accurate financial information is presented to the Board so that the Board is informed on, and can effectively monitor, the budgetary and financial affairs of the College;
- Develop strategies to educate the Board more effectively on understanding the College's financial reports and the financial condition of the College;
- Review the proposed annual budget in advance of its presentation to the Board, and the economic forecasts related to the budget, considering tuition and fees, the tax levy, state income, auxiliary services, investment strategies, the costs of employee-related benefits, anticipated capital needs and other areas that significantly impact the budget; and make recommendations to the Board concerning the proposed annual budget based on that review;
- Review efficient use of technology in financial operations, and
- Monitor College's ability to meet audit requirements and deadlines annually. The committee will meet in July, September, February and April.

Ms. Kisser will coordinate potential meeting dates with Mr. Jenner, who chairs the Evaluation and Policy Committee.

#### LEGISLATIVE REPORT/UPDATE

Dr. Smith provided handouts with information on the latest House vote for Governor Rauner's Turnaround Agenda; information about three bills, one pertaining to advanced placement, one pertaining to the workforce bill which would obligate community colleges to accept thirty credit hours from a vocational/technical/proprietary school as equal to thirty credit hours of community college credit. And lastly, Dr. Smith also spoke about Senate Bill 1334, which would require community colleges to ensure that 20% of contractors and architects on government projects be minority or female owned businesses.

The final handout provided information on the Local Government Consolidation and Unfunded Mandates Task Force meeting to be held May 20, 2015.

#### COMMUNITY EVENTS ATTENDED BY TRUSTEES

Ms. Liddell attended the annual employee appreciation and recognition reception, MCC graduation, and the Northwest Herald's Distinguished Women Award event.

Mr. Memmen attended MCC graduation, the employee reception, the student awards ceremony, and the McHenry County Community Foundation's "On the Table" event.

Mr. Parrish attended the Adult Literacy Volunteer event, as did Ms. Walsh and Ms. Kissler. He attended the Friends of MCC Foundation Distinguished Alumni reception and provided copies of the program to Trustees. He attended the nurses' pinning ceremony and noted that four of the seventeen nursing graduates were men.

Mr. Smith attended the McHenry County Council of Governments meeting and is attending numerous fundraising events.

Ms. Tirio attended MCC graduation.

Ms. Kissler attended the nurses' pinning ceremony, MCC graduation, and the Adult Literacy Volunteer brunch. She noted that two members of the MCC Forensics team gave a powerful presentation.

Ms. Walsh attended MCC graduation, the Adult Literacy brunch, noting the powerful Forensics presentation. These speakers are scheduled to give a presentation at the May Board meeting. Ms. Walsh attended the student awards event and noted that many students will point to a faculty member for inspiration; she will email retired English instructor Ms. Dora Tippens, who was mentioned by a student.

Mr. Memmen noted that the new office of the Department of Veterans Affairs held a ribbon cutting May 2; although he was unable to attend, student veterans and Mr. Curfman attended the event.

#### FUTURE AGENDA ITEMS

Future agenda items include: further discussion on the Space Utilization Study at the May Board meeting

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Memmen noted in regard to the Space Utilization Study presentation that the Board must be fiscally responsible and also focus on student success. He reminded all that the Board's major focus is student success, with education as the Board's mission.

Ms. Tirio commented that she would be interested in increasing counseling at the College.

Ms. Liddell noted she also sits on the Hearthstone board, noting that last week Hearthstone hired fourteen new Certified Nursing Assistants, all from the dual credit program that is an MCC partnership with Woodstock High School.

Mr. Memmen previously asked for expanded statistics on Harvard outreach and the Shah Center; Dr. Miksa will provide this information.

CLOSED SESSION

No Closed Session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Walsh moved to accept the closed session minutes of the April 13, 2015 Committee of the Whole Meeting, and Mr. Smith seconded the motion. There was no discussion. The roll was called. Ms. Tirio abstained and all others were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 10:18 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary