

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, May 28, 2015, in the Board Room, Room A217, in Building A on the Campus. Chair Smith called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

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

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

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Ms. Liddell moved to accept all minutes as amended and Mr. Memmen seconded the motion. A voice vote was taken and all were in favor. The motion carried.

The April 23, 2015 Regular Board Meeting minutes, the May 5, 2015 Organizational Meeting minutes, and the May 5, 2015 First Meeting of the Newly Organized Board were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Dr. Beverly Dow, Instructor of Biology, spoke to the Board about the negative comments from community members about the College, the staff, and the students. She noted that students of all ages and academic skill levels choose McHenry County College not as a last resort, but because of the array of available

options at an affordable price. She noted also that a co-worker recently had some health issues, and during his medical odyssey encountered no fewer than fifteen graduates of McHenry County College, including the driver of his ambulance. She asked that all continue together to move the College forward.

PRESIDENT'S REPORT

Dr. Smith reported that the Shah solar array is providing 41% of the needed electricity at the Shah Center. She noted several energy rebates, provided an update on the Shah Center parking lot project, kudos to various employees and an overview of the Shah Center and the College's Harvard Outreach program. Dr. Smith gave an update on MCC veterans, and a comparison of community college administrative salaries in our region. Workforce and Community Development Division updates were provided, as well as a series of photos on recent projects.

PRESENTATION

MCC Forensics Team

Ma. Bonnie Gabel, Instructor of Speech and Forensics Team coach, presented the Forensics team, noting that the team has had its most successful year in program history, winning numerous awards and medals this year. The team performed a practice drill. Members of the team are Lucas Hayden, Hayley Flores, Julia Noack, Casey Wilk, Brianna McDevitt, Liz Sullivan, Jasmine Brown, Jaqueesha Jacobs, and Janvit (Tom) Vanichachiva. The presentation can be viewed at the Board meeting streaming link at

www.mchenry.edu/board.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey stated that she had no report tonight, and promised a report in June.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble was unable to attend the meeting and provided a written report at each Trustee's place. Mr. Smith noted highlights from the report: The Staff Council recognized and welcomed new Trustees, urged

the Board to get to know staff better, and related a touching story about an MCC employee who met fifteen MCC graduates as a result of health issues.

D. Student Trustee Report

Mr. Memmen reported on the recent commencement ceremony, student awards ceremony, and culinary class final judging, and added that student space is still a concern for the students.

E. Comments from the Board

Mr. Memmen encouraged all Trustees to read the Staff Council report from Ms. Trimble regarding how students feel about the College.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Chair Smith asked for a motion to approve the Consent Agenda. Mr. Jenner asked to discuss, but not remove, item 11. E. 1., Compensation Adjustment for Non-Bargaining Unit Employees, Board Report #15-59, and Ms. Walsh asked to remove the same Board Report. Ms. Kisser moved to approve the agenda with the exception of Board Report #15-59, and Ms. Tirio seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #15-54
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #15-55
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-56
- C. Joint Educational Agreement Update between McHenry County College and College of Lake County, Board Report #15-57
- D. Destruction of Closed Session Recording, Board Report #15-58
- E. Personnel
 - 1. Compensation Adjustment for Non-Bargaining Unit Employees, Board Report #15-59
 - 2. Salary Adjustment/Advance Placement, Board Report #15-60
 - 3. Request for Retirement, Board Report #15-61

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Kisser moved to approve Board Report #15-59, Compensation Adjustment for Non-Bargaining Unit Employees, and Ms. Liddell seconded the motion. Extensive discussion followed; Trustees would like to receive more information about this issue. At the close of discussion, Ms. Kisser moved that Board Report

#15-59, Compensation Adjustment for Non-Bargaining Unit Employees be tabled to get more information and be brought back to the Board. Mr. Memmen seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried.

DISCUSSION OF THE SPACE PLANNING STUDY

Mr. Tenuta noted that Mr. Dominick Demonica from DKA was present and added that Mr. Frank Markley from Paulien was unable to attend. Phase I consisted of development of data and a final presentation. If the Board agrees there is a need to move into Phase II, there would be opportunities to reconcile and resolve some of the space issues identified in Phase I. The report from Phase I was purely focused on the quantity of space; the report did not address quality, proportion, or how to create the best learning environment. Mr. Memmen stated that enrollment numbers were not used to complete the study and Mr. Demonica so confirmed. Paulien put the report together, as they do for all community colleges, assuming that demographic growth in the community is not a major factor in looking to see how the institution may grow in the future – but rather focusing on program growth and/or whether programs may decline. All growth in space needs in this report is based on program growth. Mr. Jenner commented that starting at 2011, population numbers show significant declines; Mr. Demonica replied that an appendix in the report discusses demographics, noting that Paulien looked at the numbers but did not see anything that stood out. He added that if three different population reports are reviewed, those reports do not agree on the current population. Study assumptions are made based on participation rate. As 2.31% of the population comes to MCC, the study assumed an average of 2.41%, due to additional programmatic growth. The study also assumed that online offerings would increase, resulting in less demand for physical space. Paulien did not see anything that stood out to say that demographics are a huge component of the study; they focused on programs and program growth. Mr. Demonica cited an example: Student Trustee Memmen commented at the last meeting that the College sees a growth in serving veterans, a major bump would be seen in that group regardless of growth in the community.

Mr. Jenner commented that he did not see any mention in the study of eliminating programs; Dr. Miksa replied that the College constantly is reviewing curricula to see if it is still relevant and if it is no longer relevant then those programs are eliminated and more relevant programs are added. Dr. Miksa noted that

courses in transportation, warehousing and logistics are offered when necessary, not all the time. Recently it was found that the automotive program did not need as many night sections, so courses were adjusted to reflect that. When programs have lower enrollment, sections are reduced to fit the number of enrollees.

Mr. Demonica stated that the report found that not a single science lab meets the national standards in terms of size. The study also shows that an additional biology lab is needed to support health professions and STEM (Science, Technology, Engineering and Math) programs. Mr. Jenner agreed that the biology labs need a lot of improvement. Mr. Demonica added that the nursing labs need more space, as well as the Occupational Therapy Assistant labs.

Ms. Liddell noted that Phase II of the study will provide vision for the next ten years to plan the facility to meet program expectations, adding that the Board has the right and responsibility to prioritize how to do that. She noted that Phase II will provide a road map to show what the options are. Mr. Demonica stated that renovating the current science labs would be a logistical difficulty for MCC. One option may be that science labs become part of new construction, and the vacated space can be used to resolve other issues.

Mr. Jenner asked about the possibility of using temporary space; he cited examples where a local school district closed down its auditorium and used other space temporarily, as did the Chicago Bears during stadium renovation. He stated the College needs to be a little creative.

Mr. Memmen stated that the student body agrees with the study; Mr. Demonica stated that two full days were spent meeting with every group and department, and holding open forums with students. Without exception, the sentiment about the lack of space was expressed. He noted that compared with other community colleges, MCC has significantly less space dedicated to students, such as lounge and collaboration space.

Mr. Smith asked whether the deliverables in Phase II would include a quantifiable understanding of the gaps and their impact to the College, compared to national guidelines. Mr. Demonica replied that the study would have to approach this quantifiably. Ms. Kisser stated that the Promise Program created an artificial increase in enrollment; she would not put too much weight on 2014 figures being lower than 2011 figures, as this is not what would normally be expected. She appreciated Mr. Jenner's comment about eliminating programs, and noted that the study shows no recognition of programs being withdrawn. Mr. Demonica

noted that no information was received on program elimination. Ms. Kisser noted also that she thought no decision would be made to go on to Phase II until a review of the College's master plans was made. Mr. Demonica explained that when Phase I began, there was no idea what the results would show, if the study showed the College had more space than it needed, there would be no reason to proceed. He stated that Phase II would use the Phase I study to analyze what is needed. He noted that some of the College's classrooms are too large and some are too small for good utilization. Phase II would show how to re-proportion space and would include dollar figures and a timeline.

Ms. Kisser asked that each Trustee provide their understanding of how this will proceed. Mr. Parrish understood that the Board would provide direction tonight. Mr. Jenner asked whether Phase II has been paid for yet and Dr. Smith stated it was approved in November, 2014 but not yet paid for. This allows the Board the opportunity to stop Phase II if not supported. Mr. Jenner stated he had heartburn with the Phase I report, but was curious to see what Phase II says about science labs and health professions. He added that if Phase I is the basis for Phase II, he does not agree moving forward, but would support the Board's decision. Ms. Tirio stated she had to think about it. Ms. Kisser, Ms. Walsh, and Mr. Memmen supported moving forward with Phase II. Ms. Liddell stated the next step is to review the data at the Committee of the Whole meeting, and then provide direction as to how the study should move forward. Conversation can be held about the College's master plans. Mr. Tenuta noted that the Facility Master Plan is approaching its fifth year and must be redone by statute. Mr. Smith stated he supports Phase II. Ms. Tirio stated that if funds have been allocated and the Board needs Phase II to make a wise decision, she supports Phase II. Mr. Smith thanked all and noted that the Board has collectively agreed to move forward with Phase II. Mr. Demonica noted that a timeline will be put together, and the report out of Phase II will be presented at the October Board Meeting.

DISCUSSION OF THE FISCAL YEAR 2016 BUDGET

Mr. Tenuta presented the budget document, explained details page by page, and answered Trustees' questions and received their comments during this explanation. He noted that there were no significant changes in Fund 01, adding that a more draconian methodology was applied to travel expenditures, with a mandatory 20% reduction on every department. Mr. Tenuta stated that computer leases are now considered capital leases that can be depreciated, resulting in a \$1 million change in the overall budget. Mr. Tenuta stated that Fund 02, Operations and Maintenance, is down \$1.2 million, which is a significant savings. He noted that Mr. Clesceri worked hard to reduce and cut anything duplicated or no longer needed and made sizeable cuts in Fund 02.

Mr. Tenuta noted that the rest of the funds are self-programmed with the exception of Fund 05, the Enterprise Fund which includes Food Service, Bookstore and Children's Learning Center. Dr. Miksa pointed out that Workforce and Community Development has been moved to Fund 05 to start tracking activities. In this way, details can be analyzed and decisions made whether to continue programs or not. Discussion followed that these auxiliary enterprises which generate a profit to subsidize the athletic program at a cost of \$569,000.00. Additional discussion followed on the remodeling of the bookstore; the decision to do this hinges on the results of the space utilization study.

Mr. Tenuta spoke about Fund 06, grant accounts, noting that care is taken to include all grants anticipated since these funds cannot be spent unless they are budgeted. He noted that Fund 07, the Working Cash Fund, contains \$1,071,000.00 which he hopes will not be touched. If the budget works out, a transfer would have to be made to make sure the Board's fund balance policy is followed.

Mr. Tenuta spoke about holding accounts Fund 08 (fixed assets), Fund 09 (liabilities, retirements, and debt certificates), Fund 10 (fiduciary fund) and Fund 11, audit fund. He noted that Fund 10 houses fundraising activities to allow whoever raised the funds to spend them, while Fund 11 may be adjusted down from \$100,000.00 as the College has been working to bring this cost down.

Mr. Tenuta noted that Fund 12 houses liability protection and settlement, general property and casualty liability insurance and the Campus Public Safety department.

After Mr. Tenuta's explanation of the Fiscal Year 2016 Budget, he received questions and comments from the Trustees, during which time he explained that colleges budget to accumulate funds in anticipation of larger expenditures. He noted that there is a \$1.5 million contingency fund which he hopes is never used. He noted also that salaries are budgeted at 100% but do not reach that figure. Discussion followed on the difference between the College budget and the forecast, which tends to be accurate.

A discussion followed on tuition increases; Mr. Tenuta pointed out that Fund 03 is separate and does not rely on tuition dollars. His forecast takes into account only Funds 01 and 02, including the College's mid-year performance, and is based on actual numbers. Ms. Kissler pointed out that the budget is driven by statute rather than by philosophy.

Mr. Tenuta stated that assuming there is no objection by the Board or any changes, he will produce a tentative budget in Illinois Community College Board format, to be brought to the June Board meeting.

Ms. Walsh asked that initiatives be grouped according to the five principles in the Strategic Plan; Dr. Smith stated this can be done.

DISCUSSION OF PRESIDENTIAL SEARCH

Ms. Liddell noted that at the May 19, 2015 Committee of the Whole meeting the Board decided not to use a Request for Proposals process, instead identifying a list of search firms to be researched by a Board ad hoc committee consisting of herself and Ms. Walsh. She explained how she and Ms. Walsh looked at the criteria for selection and have narrowed down the list to five search firms to be considered. Trustees provided their feedback, during which Mr. Parrish asked that ACCT be added to the list of firms. There was general agreement to do so. Board Liaison Kriegermeier will contact the selected firms to request proposals, providing a deadline date.

Discussion followed on the fact that Ms. Liddell and Ms. Kissler will be unable to attend the June 16, 2015 Committee of the Whole meeting; they asked whether the meeting might be rescheduled to allow their attendance. Consensus was reached to hold the meeting on Tuesday, June 9, 2015 at 6:30 p.m.

BOARD COMMITTEE REPORTS

A. Committee of the Whole

Ms. Liddell reported on the May 19, 2015, Committee of the Whole meeting. Highlights include: review of preliminary financial statements, a presentation on remodeling the Testing Center, the Space Utilization Study, discussion of the process for selecting a firm to conduct the search for a new president, discussion of the charge for the Finance and Audit Committee, and a legislative report from Dr. Smith.

ICCTA REPORT

Ms. Liddell reported the ICCTA Annual Convention will be held in Schaumburg, Illinois from June 4 through 6, 2015.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh reported that 55 scholarships are available for Fall. Applications are available at <http://www.mchenry.edu/scholarships/>. All applications will be done online; the deadline to apply is May 29, 2015.

FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Office of Sustainability Center Update
- F. Upcoming Events

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Memmen thanked Ms. Liddell and Ms. Walsh for their hard work in providing the list of presidential search firms. He asked for information updates on the Testing Center, in regard to whether the Center can provide full services to students with the remodel.

Mr. Memmen commented that as the College moves forward with Phase 2 of the Space Utilization Study, he charges the Board to visit the College, so he can introduce them to students and faculty members who will share their sentiments on the study.

Ms. Kisser commented that a date must be set for the first meeting of the Finance and Audit Committee; she looks to Mr. Tenuta to provide suggested dates. Mr. Tenuta will follow up with Ms. Kisser.

Ms. Kisser stated that she was very impressed with the packet on sustainability, noting student volunteer work in the community.

Ms. Kisser spoke about a seminar on the Open Meetings Act and the Freedom of Information Act, sponsored by the McHenry County State's Attorney's office, to be held at the College on June 11.

FUTURE AGENDA ITEMS

The Internal Board Policy Manual Review Committee has found their work to be more time-consuming than anticipated, and requested putting off review of Section 1 until July, 2015. Brief discussion followed on the Committee's work. Mr. Jenner stated that unless there were pressing issues, he was fine with no June meeting of the Evaluation and Policies Committee.

Ms. Liddell stated the Board must decide on a time frame to hold its annual Board retreat. After discussion, consensus was reached to hold the retreat on a Saturday morning in August. All Trustees will send their availability to Ms. Kriegermeier.

Ms. Liddell requested that another social event be scheduled with the Board of Trustees and the Friends of McHenry County College Foundation Board.

Mr. Jenner noted previous discussion about a Board resolution about the Prevailing Wage. He offered to provide verbiage for review at the next Board meeting and asked all to send him their input by June 4.

CLOSED SESSION

At 10:15 p.m., Mr. Memmen 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. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 10:15 p.m. and Closed Session began at 10:24 p.m.

At 10:26 p.m., Mr. Memmen 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 10:27 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, April 23, 2015

Ms. Walsh moved to accept the closed session minutes of the Regular Board Meeting, April 23, 2015 and

Ms. Liddell seconded the motion. There was no discussion. The roll was called; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 10:28 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary