

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole was held on Tuesday, January 14, 2020, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Walsh called the meeting to order at 5:59 p.m. When Secretary Allen called the roll, the following were present:

Mr. Rendon
Ms. Evertsen
Ms. Siddons
Mr. Smith
Ms. Speros
Ms. Walsh
Ms. Hoban
Mr. Allen

Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the November 12, 2019 Committee of the Whole meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Area resident and McHenry County College student, Ms. Karen Russ, addressed the Board to state her concern about a possible tuition increase. Her family has three members currently attending college, and she relayed that a cost increase would be hard on them financially. Ms. Russ believes McHenry County College is doing great as is, and asks that MCC not increase tuition and set an example for other community colleges by not increasing tuition costs. Vice Chair Walsh thanked her for sharing her thoughts with the Board.

PRESIDENT'S REPORT

Dr. Gabbard briefed the Trustees on construction projects that took place on our Crystal Lake campus over winter break, which included removing a block wall separating the Advising office from the Atrium, and replacing it with glass partitions to give Advising an open space with a more welcoming feel. Its waiting area is set up with computers for online registration, and remodeling of offices including new carpeting and painting has taken place. He also reported on some seating upholstery replacement and carpeting work in the Luecht Auditorium, new stair railings installed in Building A, wall changes in the PTA lab, and the relocation of Access and Disability Services temporarily in order to prepare for upcoming remodeling projects. Additional planned painting, flooring and equipment replacement projects were completed throughout campus during the break.

Dr. Gabbard went on to report that our bid opening is Thursday, January 16, acknowledging it is a large bid project for the planned and budgeted-for remodel of A218, Student Services, and the Bookstore. As such, we hope to receive many competitive bids and ultimately, better pricing to complete these planned projects.

Another update was to report on the launch of document imaging effort, SoftDocs, noting our Human Resources department has been the first to implement the functionality of new electronic forms. This system will create efficiencies for employees as forms will now auto-populate with certain necessary data. Also, some processes will be able to be completed electronically, with less requirement for paper forms to be sent from one department to another in order to move processes and tasks along. This system boasts ease of use and is highly secure to maintain confidentiality.

Dr. Gabbard reported that our new Center for Agrarian Learning has scheduled a four-speaker series, called *Forefront: Ideas in Food and Farming*, launching on Sunday, January 26. All are invited to attend these once-monthly speaker events on Sundays running January through April in the Luecht Auditorium. Dr. Gabbard also shared that ICCB has recently approved our new Entrepreneurial Agriculture (EA) program and degree, for which we will begin aggressively recruiting students.

PRESENTATION: HESI ROOM SCHEDULING

Dr. Maria Taydem, Dean of Mathematics and Science, presented on Higher Education Scheduling Index, HESI. HESI is a branch of Ad Astra, MCC's scheduling program. This software assists in tracking how effectively MCC makes use of its space and how effectively the courses needed by students are scheduled. It is an invaluable tool to track space use in very sophisticated ways, also allowing the ability for MCC to compare itself to other schools' data. It is tricky to foresee whether enrollment will increase, and with that the demand of new programs and courses to keep up with student needs. By analyzing data extracted by HESI, MCC's increasing enrollment puts us in a position to better serve our student population by showing whether we are filling classrooms and whether there is need for additional course offerings. We are saving money in salary by using this software, and it was noted that student satisfaction is increasing due to the College's active response to issues and needs the data reveals.

PRELIMINARY DECEMBER FINANCIAL STATEMENTS

Mr. Tenuta provided a brief summary of the preliminary financials, noting the College is a little off from last year's revenue and expenditures are up, which is not unusual at the end of a calendar year. Other than the higher materials and supplies increasing at the end of the year, the College is tracking well to the budget. Mr. Tenuta also touched on how SURS affects the numbers, but he does not have SURS information yet to show how that will factor in. Trustees asked questions and got clarifications, and thanked Mr. Tenuta for explaining some, often-time, complicated material.

FIVE YEAR FINANCIAL FORECAST

Mr. Tenuta prepared an informational packet, entitled *Five Year Financial Forecast, Fiscal Year 2020* for the Board. He reviewed the information, which was prepared based on trend data, history and assumptions for the future. Dr. Gabbard added that such forecasts are useful in the College's budget process. Discussion and questions followed. Dr. Gabbard stated that student population in our district

high schools is declining, so assumptions naturally must be made as to future revenue and expenditures. He added MCC's Strategic Plan, which is tied to our budget, asks MCC to be invested in our community. He reiterated forecasting is useful for our administrators while planning the necessary initiatives to move the College forward. He acknowledges that some initiatives and programs do add burden to the budget but are necessary for MCC to offer and provide for the community in order to get students educated and well-trained for placement into good jobs. The Board thanked Mr. Tenuta for his efforts in putting together this information and presentation.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Trustee Speros stated it was an honor to have been a part of our winter commencement in December.

Student Trustee Rendon echoed Ms. Speros' comments.

Trustee Siddons asked that we provide information on how the Strategic Plan ties to the budget, and also wants assurances the College is spending money to move MCC forward. She then asked how the Student Government did on turkey collection before the holidays; Chair Smith added that their goal was exceeded and many families and students benefitted.

Dr. Gabbard reported that Student Trustee Rendon is starting the process to gauge clubs and organizations about potential tuition increases and to show students what that money revenue would do for the College. Student Trustee Rendon will report his findings to the Board at a future meeting.

Trustee Walsh asks that a presentation on Fund 05 be brought to the board to increase understanding of how it works. She also confirmed that tuition discussions will be discussed at the February Committee of the Whole meeting.

Trustee Allen would like an update on MCC truck training, including whether those students are getting jobs after completion. Dr. Gabbard indicated that our students are sought-after, and that he would have Catherine Jones include an update when she presents to the board at an upcoming meeting. Trustee Allen also mentioned that the Illinois Beekeepers are meeting at the College, and at their recent meeting 100 people attended with the guest speaker from Michigan State. Mr. Allen reported the Beekeepers will provide three hives by the washhouse for the Center of Agrarian Learning students to learn and study. It was then mentioned there will be an open house for the Center for Agrarian Learning for the College to attend soon, the date to be announced.

CLOSED SESSION

At 7:33 p.m., Vice Chair Walsh asked for a motion to move into closed session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c) Exception #1, Personnel, and Exception #21, Review of Closed Session Minutes. Ms. Evertsen motioned; Mr. Smith seconded. The roll was called, and all were in favor. After a brief break, the closed session began at 7:43 p.m.

At 8:31 p.m. Ms. Evertsen moved to come out of Closed Session, and Ms. Siddons seconded the motion. A voice vote was taken and all were in favor. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES, Committee of the Whole Meeting, November 12, 2019

Per discussion of minutes, the motion to approve was tabled, pending revisions.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:34 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary