

MINUTES OF THE REGULAR MONTHLY MEETING OF THE
BOARD OF TRUSTEES
OF ILLINOIS COMMUNITY COLLEGE DISTRICT 525
JOLIET JUNIOR COLLEGE

1.0 Call to Order The regular monthly meeting of the Board of Trustees of Joliet Junior College Illinois Community College District #525 held at, Joliet Junior College, City Center Campus, 214 N. Ottawa Street, AmeriFed Room, Joliet, IL was called to order by Robert Wunderlich, Chairman of the Board at 12:05 p.m. on **Tuesday, December 14, 2010.**

1.0.1 Trustees Barbara DeLaney Susan Klen
Roll Call Present: Jeff May Andy Mihelich
 Daniel O’Connell Michael O’Connell
 Robert Wunderlich
Student Trustee
Present: Zakary Cottrell

1.1 The Pledge of Allegiance was led by Jim Serr.

1.2 A moment of silence was observed for members of the College family, students, Moment of Silence community leaders, or relatives thereof, who had passed away since the last meeting.

1.3 Chairman Wunderlich welcomed the guests to the Joliet Junior College regular Welcome monthly Board meeting. Chairman Wunderlich indicated that he would like to thank Ms. Susan Stockwell and her staff for hosting the Board meeting this afternoon.

1.4.1 Chairman Wunderlich read the resolution honoring John H. Weitendorf, Jr. for his Resolution Weitendorf contributions to the College and for receiving the prestigious award from the Council for Resources Development 2010 Benefactor Award. **Trustee DeLaney moved,** and seconded by Trustee Klen that the Board of Trustees of Joliet Junior College approve the resolution commending, recognizing and thanking John H. Weitendorf, Jr. for his contributions both financially and with leadership he has provided through his role on the Foundation Board since 2004 and for his receipt of the CRD Benefactor 2010 Award. A short video of Mr. John Weitendorf, Jr., which was presented at the CRD award ceremony, was shown to the Board of Trustees. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion.

- 1.4.2 Resolution Mulvey Trustee DeLaney read the resolution recognizing Ms. Kristin Mulvey for receiving the prestigious award from the Council for Resource Development for the Campus Impact Award on November 5, 2010. Ms. Mulvey thanked everyone on behalf of Mr. Weitendorf as he was unable to be present today. Ms. Mulvey also thanked her wonderful staff for their help in making all of this a possibility. **Trustee DeLaney moved** seconded by Trustee Klen that the Board of Trustees of Joliet Junior College does hereby congratulate and recognize Kristin Mulvey for her distinguished service and support of the College and the students it serves. Trustee Klen indicated that she would also like to thank Ms. Mulvey and her staff and is very happy that they have been recognized at a national level. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion. Chairman Wunderlich offered congratulations to Mr. Weitendorf and Ms. Mulvey on behalf of the entire Board.
- 1.4.3 Retiree Schley Trustee Mike O’Connell read the resolution honoring retiree Cathy Schley for her loyal and dedicated service to Joliet Junior College from 1982 to 2010. **Trustee DeLaney moved**, seconded by Trustee Mihelich that the Board of Trustees of Joliet Junior College recognize and commend Cathy J. Schley for her distinguished service diligence, perseverance, and loyalty in executing her duties for Joliet Junior College. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell and Wunderlich. Student Trustee Cottrell favored the motion. Ms. Schley thanked everyone for the opportunity to work for Joliet Junior College for 28 years and has enjoyed all of those years working for JJC.
- 1.4.4 Retiree Hatten Trustee May read the resolution honoring retiree Tommy Hatten for his loyal and dedicated service to Joliet Junior College from 1994 to 2010. **Trustee May moved**, seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College recognize and commend Mr. Tommy L. Hatten for his distinguished service, as well as for his diligence, perseverance, and loyalty in executing those duties as herein stated. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen and Wunderlich. Student Trustee Cottrell favored the motion. Mr. Hatten thanked Joliet Junior College for the opportunity to serve them and to make sure that everything was nice and clean.
- 1.4.5 Retiree Scerine Trustee Mihelich read the resolution honoring retiree Lynda Scerine for her loyal and dedicated service to Joliet Junior College from 1987 to 2010. **Trustee Mihelich moved**, seconded by Trustee by Mike O’Connell that the Board of Trustees of Joliet Junior College recognize and commend Ms. Lynda Scerine for her distinguished service, as well as for her diligence, perseverance, and loyalty in executing those duties as herein stated. The motion **carried** unanimously. Ayes: Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen, May, and Wunderlich. Student Trustee Cottrell favored the motion. Ms. Scerine thanked everyone for the opportunity to be at JJC for 23 years which she has thoroughly enjoyed and she will miss many people.

1.4.6 Faculty Union Report Mr. Bill O’Conner indicated that Dr. Marcink was in the midst of a final exam, but asked that he convey his personal best wishes to everyone for a safe and happy holiday. Mr. O’Connor offered congratulations to the honorees and retirees on behalf of the faculty members. The faculty members are looking forward to the upcoming spring semester.

1.4.7 Adjunct Faculty Union There was not a report from the Adjunct Faculty Union this month.

1.4.8 Alumni Mr. Sylvester Cottrell of the Alumni Association was present and gave the following report:

Alumni Association Board projects:

The Alumni Board participated in Discover JJC, JJC and at the Light Up the Holiday’s parade in November. The Nominations Committee of the Alumni Board is working to find a candidate for the ICCTA 2011 Distinguished Alumni Award. Nominations are due by Friday, February 25, 2011. The Alumni Board is collaborating with Career Services to create a networking event for alumni in the Spring Semester, most likely during Spring Break. The Alumni Board is working to approve a new gift for graduates for the May graduation.

Events:

The next Emerging Leaders workshop will be on Thursday, February 24. Bridgette Larkin from Career Services will present, “How’s My First Impression” teaching students about the importance of a positive first impression. The JJC Employee Alumni Reception was held on December 2 from 2 – 4 p.m. in the President’s Board room. JJC Employees who have earned a degree or certificate received a gift, looked at photos and yearbooks and shared memories.

Conferences:

Kelly presented, *Alumni Relations: Are You an Authentic Leader of Your Alumni?*, at the Council for Resource Development Conference in Washington, D.C. in December. Kelly attended the ICCCA conference at the Tinley Park Convention Center.

Reminders:

The next meeting of the Alumni Association Board is on Monday, February 7, 2011 at 6 p.m. in the President’s Board room.

1.5 Minutes **Trustee May moved**, seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the minutes of the regular Board of Trustees meeting of November 9, 2010. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

1.6 There were no further communications to report to the Board of Trustees this evening.
Communi-
cations

1.7 **Trustee DeLaney moved**, seconded by Trustee Mike O’Connell that the Board of Trustees of Joliet Junior College approve the agenda as presented. Trustee Mihelich requested that agenda item 4.5 be moved to the first agenda item to be discussed. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion.
Agenda

1.8 **Trustee DeLaney moved**, seconded by Trustee Dan O’Connell that the Board of Trustees of Joliet Junior College approve the placement of the following agenda items on the consent agenda: 2.1.1, 2.7.1, 2.7.2, 2.7.3, 2.7.4, 4.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.2.8, 4.2.9, 4.2.10, 4.2.11, 4.2.12, 4.3, 4.4, 4.6, 4.7, 4.8, 4.9, and 7.1. Trustee May requested that agenda items 4.6 and 4.7 be pulled from the consent agenda. Trustee Mike O’Connell requested that agenda item 4.2.10 be pulled from the consent agenda. Trustee DeLaney requested that agenda item 4.2.3 be pulled from the consent agenda. Trustee Mihelich requested that agenda item 2.1.1 be pulled from the consent agenda. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion.
Consent
Agenda

Trustee DeLaney moved, seconded by Trustee May that the Board of Trustees of Joliet Junior College approve the consent agenda items as follows:

- 2.7.1 President recommends reappointment of two grant-funded professional staff for the remainder of FY11
- 2.7.2 President recommends reappointment of two grant-funded support staff for the remainder of FY 11
- 2.7.3 President recommends reappointment of four grant-funded clerical staff for the remainder of FY11
- 2.7.4 President recommends approval of the allocation of funds for positions under the emergency management grant
- 4.1 The President recommends approval to pay the listing of Bills for the period ending November 30, 2010 as presented

The President recommends approval to award bids as follows:

- 4.2.1 Custodial Supplies
- 4.2.2 One (1) New New Holland 4 X 4 Diesel Tractor or Equivalent
- 4.2.4 Bid Release 19 – Natural Science Building Addition and Renovation Bid Packages 06I and 15L Rebid
- 4.2.5 Online Academic Catalog Management Solution
- 4.2.6 Facility Services Building Network Electronics
- 4.2.7 Independent External Evaluation Consultant (Emergency Management in Higher Education Grant)
- 4.2.8 Wellness Testing
- 4.2.9 Clinical Affiliation with Sun Health, Inc.
- 4.2.11 Campus Center Shelving
- 4.2.12 Xerographic Paper

- 4.3 Treasurer's Report
- 4.4 Financial Report
- 4.8 Board of Trustees approval of extension of Marquette TIF district by the Village of Romeoville
- 4.9 Board of Trustees approval of capital renewal project of city center HVAC improvements
- 7.1 Approval of Board of Trustees meeting dates and times for calendar year 2011

The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O'Connell, Mike O'Connell, and Wunderlich. Student Trustee Cottrell favored the motion.

4.5.1 **Trustee May moved**, seconded by Student Trustee Cottrell that the Board of Trustees of Joliet Junior College recess the meeting (12:37 p.m.) to allow for public comment on the levy. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, DeLaney, Klen, and Wunderlich. Trustee Cottrell favored the motion.

4.5.2 Ms. Janice Silosky, who is a resident of Plainfield, commented that this appears to be one of the largest tax levies by the college in quite a long time and asked for a further explanation to better help the taxpayers understand why the levy is so high. Ms. Silosky indicated that she understands that the college is in a state of growth but with times being so bad for the residents of the district, it would be good to have a better understanding of the levy process. Ms. Tammy Rust, Vice President of Administrative Services, indicated that the college is under a tax cap. The tax cap operates on the CPI. The CPI is 2.7 percent for this tax levy, so we estimate in a way that the college can capture the 2.7 percent level. The additional amount has to do with new property and we try to estimate the proper amount to allow us to get the taxes from the new property. That amount then pushes the overall estimates to the 4.5 percent. We are really operating within the structure that the State of Illinois' tax caps parameters. We are trying to be as responsible as we can be to the taxpayers as well as the College.

4.5.3 **Trustee DeLaney moved**, seconded by Student Trustee Cottrell that the Board of Trustees of Joliet Junior College return to regular session (12:41 p.m.). The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O'Connell, Mike O'Connell, and Wunderlich. Student Trustee Cottrell favored the motion.

4.5.4 **Trustee DeLaney moved**, seconded by Trustee May that the Board of Trustees of Joliet Junior College approve the tax levy as presented. Trustee Klen commented that because we do not have any idea what will be going on with the State, we will unfortunately have to approve this levy. In the future do we have the option to reduce this levy if the college is in a position to do so, to give these dollars back to the taxpayers of the district. Ms. Rust indicated that she has never participated in that scenario, however we have a couple of things we could look at in our budget as we move forward in that cycle. We could research to see if an

abatement is appropriate. We are trying to accurately estimate so the college gets the maximum dollars allowed under the tax cap provisions in the state of Illinois structure. Trustee May asked Ms. Rust to explain what would happen if the tax levy was not passed today. Ms. Rust stated that it would not make it into the tax collector's office on time and we would not have a legal levy. Trustee May asked if there would be a legal challenge if we did not get our levy in on time and if we would be able to operate the college without this levy. Ms. Rust stated that we would not be able to operate the college without this levy. Trustee Klen asked if this means if the Board does not approve the levy, we would have to shut our doors. Ms. Rust commented that we have a legal deadline to meet and if not filed on time, we could be shut out from those dollars. Trustee Mike O'Connell asked approximately how much revenue the levy will generate. Trustee May commented that no one wants to raise property taxes; however this institution is growing by leaps and bounds and because of the affordability students are turning to JJC for their education. His own taxes have increased dramatically over the years, but he is willing to make the sacrifice in his vote today to insure that every student that wants to come to JJC will have a seat available for them. Mr. Heap indicated that the approximate amount that would be generated from the levy is \$45.8 million. Trustee Mike O'Connell asked if there was any way we could levy a lesser amount for homes already established and a higher amount to new taxpayers of the district. Ms. Rust indicated that it actually is done that way because the way the EAV works is the individual property owner is in the 2.7 percent range depending on their home values. The additional amount takes into consideration the multi million dollar buildings that were built, as we in essence participate in that tax revenue. If we do not estimate at that level, we can not participate in these taxes. Because we are estimating at this level does not mean we will get that amount, rather it means we have the ability to levy for the maximum amount of dollars possible for the college. Trustee Mike O'Connell asked what the maximum amount of the levy to the taxpayer would be per \$100,000 of assessed value. Ms. Rust indicated that it would be around \$10 per \$100,000 of the property owners assessed value. Trustee Mike O'Connell commented that he would like to see further belt tightening by the cost energy savings committee and is concerned about further taxes to our taxpayers. Ms. Rust commented that our budget is approximately \$70 million for expenses and without the \$45 million in tax dollars it is hard to imagine that the college could function. Ms. Rust indicated that we are taxed capped and if we estimate under the tax cap amount, we have in essence left money that we could have used for the students. If we estimate high we know that we can participate at the highest level possible for these funds. In the good years we only received the CPI and were not able to participate in all of the growth. Tax caps work in reverse in the bad years by giving us a floor so to speak. Trustee Klen requested that administration research the issue of abatement of taxes to our taxpayers if we were able to do so in the future. Ms. Rust indicated that she would follow up on this request. Trustee Mihelich indicated that he understands that we have to act on this issue so we do not lose our levying capabilities and asked what the amount would be for an individual homeowner. Ms. Rust commented it could be as much as 2.7 percent. Trustee Mihelich asked if there was a way to reduce or eliminate the 2.7 percent from the resolution today, could we keep the taxes stable at their

existing rate. Ms. Rust stated that would mean that the college would receive less money and whether it stabilized the taxpayers taxes would depend on their individual growth factor, EAV, and rate. Trustee Mihelich asked if there was a way to restructure the resolution before the Board today to insure that the average homeowner would not see an increase in their taxes. Ms. Rust indicated that we do not control that because we do not set the parameters of assessment. The county assessor looks at the total picture and assesses the taxpayers property tax bills. Chairman Wunderlich commented that if we were to be flush with cash next year we could give it back to the taxpayer in terms of how much we set the rate. Trustee Mihelich commented that we are all advocates of the taxpayers and students and would like to create a win/win scenario. Trustee Mihelich would like to see if there was a way to do so this year so taxpayers do not see an increase in their property taxes and would like to see the resolution amended to accomplish this request. If there is no way to amend the resolution this year we could wait until next year to revisit this situation to make every attempt not to raise taxpayers property tax bills. Trustee May pointed out that these types of discussions should have taken place prior to today, as we are now in a position of having to pass the tax levy in order for JJC to continue to operate financially. It will be easy to vote against this agenda item, especially if you are in the minority, but the fact is as good custodians of this organization we have no choice this year but to accept this levy. The increase will be between \$9 to \$10 per \$100,000 of assessed valuation to our taxpayers and pointed out again that the time for these types of actions was last month when discussion occurred on the levy. Trustee May commented that he is up for reelection and it would be easy to grandstand and vote against the levy, but he will not do so because it is not the right thing to do for the college. As we negotiate union contracts, we may have to make different choices and come back with a lower rate next year. Trustee Klen asked if we can for sure lower the rate next year. Chairman Wunderlich indicated that in the past we have given back to the taxpayers by the abatement of taxes and have prematurely paid off bonds which saves the taxpayers money. Trustee Klen commented that she would have been in favor of tabling this, but now understands that we do not have that option today. Attorney Harvey indicated that law dictates deadline dates for levy amounts and if a levy is not passed there will not be another opportunity to receive the money. Perhaps next year discussions could begin sooner on the amount to be levied for the college, but this year if you do not pass the levy the college will not be able to operate. Trustee May commented that he feels we will not be seeing much revenue from the state this year and we need to do what is right for the college by passing this tax levy. We will be looking at reducing costs and continuing to do some belt tightening this upcoming budget year. Trustee Mihelich asked what the 2.7 percent (amount that affects homeowners) equates to in dollars and suggested that those dollars be placed in contingency funds so they are available to give back to taxpayers if possible. Trustee May stated that we are building buildings and will have to staff these buildings as they are opened and City Center Campus is also being built and we do not have a finance plan for this at this point. If we want to delay the building of the downtown campus, we may be able to put money aside. Chairman Wunderlich pointed out that there have been very few referendums requested of the taxpayers by the College because we were good custodians of the college. Chairman Wunderlich stated that if extra

funds become available we will definitely look at ways to adjust our rate for next year. Trustee Mike O'Connell asked if it was possible to table this for a week or so. Attorney Harvey indicated that there is very little time left for the preparation of the levy filing and to delay it could mean you do not have a legal levy and would not receive the dollars needed for operation of the college. Trustee Klen commented that she feels that it is too risky to delay this levy and after Chairman Wunderlich's explanation that we are able to give back to the taxpayers she feels much more comfortable in passing the levy. Trustee May asked President Proulx what the cost would be to staff the new buildings once they are opened. President Proulx indicated that she did not have that figure in front of her at this time, but additional positions for this purpose have been budgeted for in the upcoming year. The motion **carried**. Ayes: Klen, May (has never voted for a tax increase in the 12 years he has been on the board, but realizes this must be done and cost savings will be looked for in the upcoming year), Dan O'Connell, and Wunderlich. Nays: DeLaney, Mihelich, and Mike O'Connell. Student Trustee Cottrell favored the motion.

2.1.1
Dean
Nursing &
Allied
Health

Trustee May moved, seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the appointment of dean, nursing and allied health. Trustee DeLaney indicated that she would like to propose that this agenda item be tabled until the next workshop to be able to better understand where we are at with our budget. President Proulx indicated that this position is needed as we have had Dean Conkin doing this work as well as her own work which is very heavy. We are in the midst of building a new health sciences building and we are in need of this dean to also help us in this process. Trustee May feels this position is needed now and will help us in forming the needs of the department and the college in this area as we move forward. President Proulx pointed out that another important point is that this person leads in the development of curriculum for this area as well. This dean will also need to be in the community to build partnerships. Trustee May indicated that he understands that Trustee DeLaney would like to see a freeze on hiring and agrees with that to a certain point and feels we should be looking at non-academic positions for the hiring freeze. Trustee DeLaney pointed out that we need to get the scheduling issue resolved, because that will help us to be much more efficient. Trustee Klen indicated that she would like to make a motion to table this agenda item. Attorney Harvey indicated that there is already a motion and second to approve the agenda item and this would have to be voted on first and if defeated a motion to table could then be made. Chairman Wunderlich indicated that we will need this position and the sooner we get this position on board, the better it will be for the college. This is not a new position, rather a vacant position that was formerly held by Michalene Nash. Trustee Klen indicated that she feels like she is voting blind and would like to delay this until next month in hopes that we will have a better financial picture from the state in the upcoming month. President Proulx indicated that we sorely need this position as we are falling behind in the curriculum area and the needs to be involved in the community as we are getting requests for our involvement on committees and task forces within the community. Trustee Mike O'Connell indicated that we have had several resignations from nursing and with the building of the new nursing and allied

health building he feels it is a very viable position. The motion **carried**. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, DeLaney (because it is a replacement position) and Wunderlich. Nays: Klen (she is very worried about the financial scenario and would like to watch costs closely). Student Trustee Cottrell favored the motion.

2.1.2
Library
Director
Table

Trustee DeLaney indicated that she would like to see this position tabled until the next workshop. We have had discussion on this item in the past and there is a difference of opinions by the Board as to whether or not this position is really needed. We will be reviewing the budget in January and we will have a better grasp on where we are with the budget at that time. **Trustee DeLaney moved**, seconded by Trustee Klen that the Board of Trustees table the approval of the director, library for further discussion at the January workshop. Trustee May asked President Proulx if the Board had already discussed the position extensively and if the Board had voted to create this position. President Proulx indicated that this position has been discussed extensively several times and that the Board had voted to create this position. We did not create seven of those positions of the 14 approved for creation from this years budget. This position needs to be filled with an individual that has this type of expertise. As we move to our new campus center building in June and as we move forward in the upcoming years we will need to rely on this individuals expertise. Remember that currently there is a department chair that oversees the library and typically that department chair is not on the premises during the summer months. Trustee Klen commented that all that Trustee DeLaney is proposing is that we wait a bit longer to make sure we are doing the right thing as far as the budget is concerned. We are never going to save any money unless we step back and take a second look at things. Chairman Wunderlich pointed out that our former student trustee had indicated that this was a key position that should be filled as the students utilize the library and need a person with expertise in this area. Trustee May indicated that Joliet Junior College is in a healthy financial situation at this time and if the Board wants to do a reduction in staff you don’t begin by picking out current recommendations, but feels a general philosophy should be developed for future budgets. We do have enough money to get to next year. The alarm bell is sounding and we need to start panning now for next year. Trustee Mike O’Connell asked President Proulx if we could look into no new hires, but understands replacements will need to be done. Trustee Mike O’Connell indicated that the Board has discussed this particular position many times and he feels we firmly need a library director. The motion **failed**. Ayes: DeLaney, Klen, and Mihelich (if Trustees need more time to make an informed decision, the time should be granted). Nays: May, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion.

2.1.2
Library
Director
Approve

Trustee May moved, seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the appointment of director, library. Trustee Mihelich indicated that he voted against the creation of this position previously and concurs that once the process is started we should move forward. In this particular case of a new position Trustee Mihelich would like the Board to be pre-informed that we are moving on the creation of new positions. The motion

carried. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, Klen (agrees with Trustee Mihelich and it is a very important position, but feels we need to begin to take a second look at our spending) and Wunderlich. Nays: DeLaney (concur with what Trustee May and Trustee Mihelich has said, but would like to start to hold the line and have further information on this position). Student Trustee Cottrell favored the position. President Proulx pointed out that at each Board meeting at the end of section 2.9.1 there is a sheet of information that indicates searches in progress and this month it indicates that there is a search underway for a director of workforce development which is a replacement position. This is one way that the Board has advance notice of searches in progress. Trustee May commented that he feels this position could be pulled under adult education. Trustee Mihelich stated that he would personally like to be informed at Board workshops of the fact that a process will be starting not that the process has already begun. Trustee Klen concurs with Trustee Mihelich’s recommendation. Trustee May commented that he would like to know what other colleges do with their processes of recommending positions to their Boards.

2.1.3 President’s Contract Extension **Trustee Mihelich moved,** seconded by Trustee May that this agenda item be voted on after executive session is held this afternoon. The motion **carried** unanimously. Ayes: Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen, May and Wunderlich. Student Trustee Cottrell favored the motion.

2.2.1 Faculty Position **Trustee May moved,** seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the appointment of associated professor, industrial welding technology. Trustee DeLaney asked what step this position would be coming in as to the college. Ms. Coleman indicated that this position will a step 9. Trustee Klen commented that because of discussion on a hiring freeze, would it be a good idea to table this position until the January workshop for further discussion. Ms. Coleman indicated that this faculty position has been very difficult to fill and we have had to post it several times before finding a suitable candidate for the position and recommends that it be approved. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen, and Wunderlich. Student Trustee Cottrell favored the motion.

2.9.1 Classified Employees **Trustee May moved,** seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the report on replacement of full- and part-time classified employees as presented. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, Klen, and Wunderlich. Student Trustee Cottrell favored the motion.

4.2.3 Bid Release **Trustee May moved,** seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve the bid release CC 01 rebid- City Center Campus Demolition. Trustee DeLaney requested an explanation on why this item was going out for rebid. Ms. Rust indicated that the way the package was initially put together did not functionally work well, so we repackaged the bid to function better for the college. Trustee DeLaney indicated that it was her understanding that the bid had already been awarded. Mr. Bacher stated that the bid had not been awarded yet and with the rebid we were able to save \$106,000 for the

college and was discussed with the Building and Grounds committee. Trustee Mihelich commented that there were some Route 66 posters in the front windows of the White Store and asked what the college's intent was for the posters. Ms. Rust indicated that there were no intents at this point and asked if Trustee Mihelich had a recommendation. Trustee Mihelich requested that they be given to the Joliet Area Historical Museum. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, DeLaney, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

4.2.10 **Trustee May moved**, seconded by Trustee DeLaney that the Board of Trustees of Joliet Junior College approve bid the for iCampus, JJC email and WebAdvisor 24/7 Release Help Desk services. Trustee Mike O'Connell indicated that he would like an explanation on this bid. Mr. Jim Serr indicated that this was the annual renewal on the 24/7 help desk services contract which provides technology services for the students 24/7, 365 days a year. Trustee Klen asked how long these services have been provided as she has heard from students that this company has been very unresponsive to their needs. One thing is compressed zip drives and when calling for help there does not seem to be any response. Student Trustee Cottrell commented that he is aware of a problem with the student's email messages going to their junk email rather than the inbox. Mr. Serr indicated that he will follow up on this matter with Mr. John Stevens and see what kind of student feedback is available. The motion carried unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, DeLaney, Klen, and Wunderlich. Student Trustee Cottrell favored the motion.

4.6 **Trustee May moved**, seconded by Trustee Mike O'Connell that the Board of Trustees of Joliet Junior College approve the partial abatement of taxes for the 2009 bond issue. Trustee May indicated this is good news for our taxpayers which means there is a tax savings and asked Ms. Rust to explain this item. Ms. Rust stated that anytime funds are received to pay something that you would otherwise tax for, you abate those taxes back. For example, the Build America bonds, the Federal Government paid a certain portion of that interest cost, so that was removed from the tax rolls, which saved the taxpayer money. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, DeLaney, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

4.7 **Trustee May moved**, seconded by Trustee Mihelich that the Board of Trustees of Joliet Junior College approve the abatement of taxes for the 2008 bond issue. Trustee May asked how much money was being saved for the taxpayers with this abatement. The tax levied for the year 2010 in this particular resolution is hereby abated in its entirety. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, DeLaney, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

9.1 Trustee Klen gave the following Foundation report: Congratulations to Ms. Mulvey and her staff for the excellent job they do for the College. The Foundation had their annual meeting in November and the officers for 2011 were voted in to Report

office. President: Mike Guglielmucci, President Elect: Jim Serr, Treasurer Robert Beisch and Executive Secretary: Dr. Gena Proulx. New members that have joined the board in 2010 are Dominic Egizio and William Johnson. Tom Osterberger and Rich DeGrush were added to the Executive Board. Tomorrow there will be an Executive Board meeting at 7:30am in the President's Board room. You should all have received the year end donor solicitation letter from the Foundation. Please consider giving a year end gift to the Foundation to support students in need. Kristi would like each of us to consider a gift of \$100 each so that we can give an annual scholarship to a student of our choice.

9.1.2 Mr. Sal Valdez commented that they are increasing their enrollment for spring at this time, but there is an unknown attrition rate, but we should have additional information at the next meeting. As a follow up, he is pleased to report that the camera system project is almost completed at Centennial Commons.

9.2 Trustee May indicated that there is no report this month for the Illinois ICCTA Community College Trustees Association.

9.3 Student Trustee Cottrell reported that two members of student government have done a survey to see if there is interest in creating an advisory board for the student government and the results of the survey will be available shortly. There is a student savings club available that will help anyone interested save money at various locations in district 525.

Student government is working with Dr. Oudenhoven regarding transportation assistance needs for students and the time of day transportation is most needed. A survey is currently being done on this as well.

Student Government is very appreciative of their good relationship with administration. Dr. Roberson attended their last meeting and extended an invitation for anyone else to attend as well.

9.4 Trustee Dan O'Connell commented that the master plan is on schedule and within Buildings & Grounds budget at this time. The exterior walls are going up for the automotive center. The general trades and plumbing packages for the Natural Sciences area is going out for rebid, which will save us approximately \$660,000. The Romeoville TIF has requested an extension of the TIF for an additional 12 years. We will be receiving \$272,000 for a capital renewal project at city center campus for replacement of HVAC units and repair and replacement of insulation on the ductwork. Demolition will begin soon on the White Store. Mr. Bacher is present to make the presentation on the master plan. Mr. Bacher reported that we are on schedule and on budget with this project. We have 45 percent of the bids awarded to contractors of Joliet Junior College's district. Master plan updates were as follows: Facility Services: moving along faster than expected with the projected completion date at the end of January; J Building: A plan has been developed for the renovation and is within budget and reviewed the location and relocation of

various departments and areas; Campus Center: Moving along very nicely with second and third floors drywalled and the first floor drywall beginning shortly; Health Professions: Project out for bid soon and hope to break ground in February; Natural Sciences: Construction and excavation have begun; Automotive: pre-cast and steel are being completed and the project is moving along very nicely; Signage: Project out for bid currently and hope to have recommendations to the Board at the January meeting; White Store: demolition will begin in January; City Center Campus; close to having a plan that meets the basic needs of the culinary arts program, hospitality program and the programs currently occupying the current space at the City Center Campus. Trustee May asked when the Board would see a proposed budget for the costs and where the monies would be coming from for this project and asked when that would be available. Trustee Dan O'Connell indicated that there would most likely be additional information on the budget available after the next steering committee.

9.5
JAHM
Report

Trustee Mihelich indicated that he attended the annual Joliet Area Historical Museum Christmas Party at the Henry Jacob Mansion a few weeks ago and it would be appreciated if the College would get the Route 66 posters to the Museum as soon as possible.

9.6
Cost
Energy

Trustee Mike O'Connell thanked Tammy Rust and Darlene Boyle for all of their help given to him on this committee. There has not been a meeting so there is not a report.

9.7
Presidents
Report

President Proulx thanked Susan Stockwell and her staff for hosting us today. Also, you have at your place the new college pin. Thank you to Andrea Lehmacher and her staff for shepherding this project. We hope you will wear these pins proudly. Trustee May added that one thing he learned by going to the government institute last February is that anything from JJC is in greater demand than any other community college in the country because we are the first. President Proulx stated there are a significant number of attachments to the report. Ms. Rust will be discussing the budget again with you this evening. Ms. Rust stated that she is sensitive to what she has heard here today. It appears as if the Trustees feel the need for additional information, so perhaps the chair would entertain a finance committee or something that parallels the Buildings and Grounds committee to meet on a quarterly basis. We started this budget process about four months ago with the enrollment presentation and there is information in front of you this evening showing a couple of additional items. You will see a decision parameter sheet. We wanted you to know how we are thinking about this upcoming budget. It's a situation where there's never enough funding, even in good times, for all we want to do. We would like to have a process for how we decide on the allocation of those resources. You will see by the assembled items, and they shouldn't be surprising, because we are assuming there is no new money and no budget increases in FY12. So, as we prioritize that means we are reallocating our existing resources again this year. We want to start moving toward a data focused process so we are using factual information on how we drive our dollars. We want to make sure they are clearly aligned to student success and that may include such things as documented employment

opportunities, improved graduation, and the completion agenda. These requests clearly have to be focused on our strategic and unit goals. Another category that would probably interest you is a budget item that goes to the cost energy committee as well things that can demonstrate operational efficiency and longer term savings and investment as a payback would certainly be worth considering even though we are spending money today we would be saving over the next several years, anything that's an all out savings will obviously have some priorities. On the backside I'm in a hurry to tell you this is not our budget, it's nothing of the kind, but we created some scenarios for you. The first scenario assumes that we have no state money, that we have no increase in enrollment and we don't change our tuition and you can see when you look at the bottom about 6.5 million dollars expense in excess of revenue. When you look at scenario two it assumes state money comes in. Again expenses are basically even, there are two components, contractual salaries are considered and the new building expenses are considered but other than that expenses are flat. Scenario three assumes there is no state money that we have a 3% enrollment and by some fashion we move tuition by 1.5 million dollars. It could be done by a differential tuition in terms of how we recoup the tuition dollars.. There's been some discussion of the fee you charge for capital expense. Right now it is charged across the board and most students will participate in the enjoyment of those buildings. As we look at various programs there may be some parallel between high costs, high enrollment, high demand program, and their enjoyment of various kinds of facilities which adds to differential tuition. The 4th scenario assumes basically that we budget state dollars as we budgeted it this year, it has enrollment, it has tuition, and is near a breakeven point. In the last scenario it assumes that you have the state dollars, you have enrollment increases and you take the tuition to your legal maximum and this shows you what the excess would be. So it's only designed as a conversation piece for you to be able get a sense of it. Trustee May indicated we would have to plan conservatively so we are not in the position we are in now and not second guess on positions. He does not see any kind of scenario where we are going to recoup 75 percent of what the state owes us. We may get it, but we may not get it in this fiscal year and his guess is that it would be closer to the 30 to 50 percent. Trustee May commented that he feels we need to be very conservative about that, as our enrollment has been falling. Where Trustee May thinks we have some room and need to have some discussions is on salaries and benefits. We'll have to be very, very conservative when we enter negotiations with the employee groups. Trustee May indicated that he agrees with Trustee DeLaney in evaluating which positions we can live without, particularly non academic positions that directly impact students. Is the board willing to take a hard look, are we antiquated in the kind of positions that we have, what positions can we live without, and can we create more positions where we can get more done with less revenue? I think that's where realistically in the future we are going to balance the budget. My guess is over the next couple of years enrollment is going to balance out and my goal is to save student seats. We need to do more with less and any recommendations that administration can do to get us to that point is appreciated. Trustee Klen asked if there is a legal maximum for tuition and if there was a legal maximum for fees. Ms. Rust stated to the extent that they are charged on a per credit basis, yes, in other words any per credit hour fee is added to your tuition

and it is part of the legal maximum. Ms. Rust indicated that it is a moving target all the time because as you spend that creates the average expenditure for each student and then a third of that is what you are allowed to charge. Trustee May stated that he feels we do not want to be at the maximum dollar amount permitted for tuition and fees. Trustee May indicated that the board needs to have a workshop on this so we know what direction we want to take. Trustee Mike O'Connell indicated that he feels we can improve the efficiency. Trustee Klen asked if the capital fee was a per credit hour fee. Ms. Rust indicated that it is a per credit hour fee. Trustee Klen asked who creates the legal maximum and asked if it changes every year. Ms. Rust replied that it's statutory and as the population changes each year and it's based on what you spend on an average for each student, divided by three. Whatever we spend this year reflects the per capita next year, so it's a moving number but the formula stays the same. Trustee May stated that unless this group comes up with a magic number in the next month, he would like it to go on record that he would not be supporting two to three percent raises in the next round of negotiations when we start with faculty. We have to take a look at benefits and tighten our belts. President Proulx commented that typically the January workshop focuses on the budget and what we did this year, with Tammy's recommendation, we've given you three briefing sheets on revenue expenses and different scenarios to help the Board think of different options. President Proulx indicated that Trustee Mihelich has asked for a retreat or workshop as we focus on our strategic plan and our budget. The consultant that we are working with on the strategic plan has offered a few dates for the retreat. They are on January 11th, 18th and 25th and any Saturday morning. President Proulx thanked the agriculture and horticultural program for the holiday poinsettia's and wished everyone a good holiday. There are some specific things that Trustee Klen commented that this wasn't part of the President's report, but she has a question concerning the full-time campus police officer position. Earlier we were having extensive discussions on all of the positions that administration was hoping to create and one of the positions was a full time campus police officer and Trustee Klen asked if that position was ever created. President Proulx commented that she does not recall, but believes that it was one of the seven that we are waiting on. Trustee May commented that he would like to reconsider that and ask President Proulx to check the minutes on that. Trustee Klen commented that either way, she was just wondering when we were planning on bringing that back to the Board again. President Proulx commented that we were planning on bringing it back when we felt comfortable enough with the state budget and we aren't feeling comfortable today. Trustee Klen commented that she knows that it was felt that it was important enough to maintain our security level.

Recognition

Congratulations to Tim Bucci, assistant professor, hospitality, and Team USA on taking double gold medals and placing 3rd out of 26 countries.

Joe Thomas, assistant professor refrigeration, AC, heating, was named the 2010 Second Best Instructor by the NEWS, the air conditioning/heating/refrigeration Contractor's Weekly News Magazine.

Wolves Men’s Basketball Coach, Joe Kuhn, was recognized for his 300th JJC win, with an overall record of 300-124.

Several dozen student volunteers helped collect and process seed from native prairie plants during the fall semester. This seed will help augment the seeding of the recently cleared natural areas. Students are learning about the conservation of rare plant species, the role nitrogen fixers play in maintaining healthy sustainable soils and that their individual student efforts do add up to a lot. Kudos to Professor Andrew Neill for providing this learning experience for our students. Congratulations to the newly elected officers of the JJC Foundation, Inc.: Michael Guglielmucci, President; James Serr, President-Elect; Thomas Osterberger, Vice President; and, Robert Breisch, Treasurer.

Recent Grants Submitted

Grant	Source	Amount	Date Submitted	Department	Project Director
Student Emergency Fund Request	Rotary Club of Joliet	\$1,000	November 15, 2010	Institutional Advancement	Kristi Mulvey
Illinois Green Infrastructure Grant Program for Storm water Management	IEPA	\$75,000	December 10, 2010	Facility Services	Pat Van Duyne

Recent Grant Awards

The college was awarded the following grants through the Workforce Investment Board of Grundy, Livingston and Kankakee Counties:

- \$131,869 for adult funds
- \$167,407 for dislocated funds
- \$181,075 for youth funds

The college was awarded \$150,000 from the Workforce Boards of Metropolitan Chicago to develop and implement a healthcare bridge program for Temporary Assistance to Needy Families (TANF) recipients and other low income individuals to obtain employment in the healthcare industry. JJC may receive \$150,000 for the following four years based on first year’s performance and the availability of funds.

The college also received **\$5,000** from the Illinois Green Economy Network. These funds will be used to establish a working connection to the network of colleges across the state.

And, JJC received **\$46,419** through the Career and Technical Education Innovation Grant from the Illinois Community College Board.

Continuing Faculty-Focused Initiatives

Amanda Quinn presented to the nursing and math departments at their December department meetings. Faculty members were informed about the grant process and were encouraged to contact the grant office when looking for project funding.

Jenny Giangregio and Amanda Quinn will be presenting on grants during the January Personal and Professional Development week. The presentation titled, *Faculty: Turn your ideas into money!* will help faculty develop a grant idea, determine their need, come up with objectives, and arrange a plan to evaluate project success.

Recruitment Events

12/2/2010 Morris
12/9/2010 Plainfield Central
12/15/2010 Peotone

Admissions

12/15/2010 Advocate Good Samaritan Hospital REACH fair

Office of Multicultural Student Affairs

12/9/2010 Romeoville High School Presentation

Nursing

12/8/2010 Nursing Information Session (Romeoville Campus)
12/8/2010 Radiologic Technology Information Session (on campus)

Activities and Initiatives

Statement of Support for the Guard and Reserve. JJC signed a pledge to fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act and committed itself to continually recognizing and supporting our country's service members and their families in peace, in crisis, and in war.

Spring 2011 Enrollment. As of December 14, Spring 2011 headcount enrollment is -0.47% behind that of Spring 2010; credit hour enrollment is -0.95 % behind that of Spring 2010.

Initiatives in place to increase enrollment include the following:

Reminder postcards sent to prospective students

Email blast to almost 5,000 continuing students

Letters to returning students who have stopped out
Correspondence to a targeted group of adult students
Spring term registration reminder added to Angel
A “did you know?” reminder on the college’s home page
Faculty reminded students to register for spring

Employee Benefits Statement. Attached is a copy of the 2010 employee benefits statement being mailed to each employee next week. This is a human resources initiative that employees rate as highly satisfactory.

Adult Education. Federal funding for adult education has ranged from 25 percent to 35 percent. The state of Illinois must match Federal funding; therefore, we remain optimistic that this program will continue. See attached funding decisions and recommendations.

State Universities Retirement System. Attached is a comparison for defined benefit plan for the State Universities Retirement System, Public Act 96-0889. The SURS system has made major changes in minimum vesting requirements which will be effective January 1, 2011.

FY 2012 Budget Parameters. Tammy Rust, vice president for administrative services, will review the planned decision parameters for building the FY 2012 budget.

Upcoming Events

Spring 2011 *Opening Session*: Wednesday, January 5, 2011; 8:30 a.m.
Spring Semester Classes begin: Monday, January 10, 2011.

- 9.7.1 **Trustee DeLaney moved**, seconded by Trustee May that the Board of Trustees of Joliet Junior College approve the review of executive session minutes for the period of June 2009 through November 2009. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell and Wunderlich. Student Trustee Cottrell favored the motion.
- 9.7.2 **Trustee DeLaney moved**, seconded by Trustee May that the Board of Trustees of Joliet Junior College approve the destruction of the verbatim record in the form of audio tapes of its closed meetings from January 2009 through May 2009. Trustee Klen asked if the tapes would be available to the public under the freedom of information act. Attorney Harvey indicated that there was an amendment to the open meetings act which mandated that this be done and the tapes are not available. The motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich. Student Trustee Cottrell favored the motion.
- 9.8 Chairman’s Report Chairman Wunderlich wished everyone Happy Holidays. We will be going into executive session and action will take place upon return to regular session. **Trustee Mihelich moved**, seconded by Trustee Mike O’Connell that the Board of Trustees of Joliet Junior College recess to a closed executive session (2:31 p.m.)

with action taking place upon return under open meetings act:

2 (c) (1), 2 (c) (2), and 2 (c) (11)

The motion **carried** unanimously. Ayes: Mihelich, Mike O’Connell, DeLaney, Klen, May, Dan O’Connell and Wunderlich. Student Trustee Cottrell favored the motion.

Return to
Regular
Session

Meeting resumed at 4:21 p.m. **Trustee DeLaney moved**, seconded by Trustee May to resume the Regular Public Session. Motion **carried** unanimously. Ayes: DeLaney, Klen, May, Mihelich, Dan O’Connell, Mike O’Connell, and Wunderlich.

Trustees Present:	Barbara DeLaney	Susan Klen
	Jeff May	Andy Mihelich
	Dan O’Connell	Mike O’Connell
	Robert Wunderlich	Student Trustee Cottrell

2.1.3
Amendment
to President’s
Contract

Trustee Mihelich moved, seconded by Trustee May that the Board of Trustees of Joliet Junior College approve the first amendment to the President’s contract for an additional two years, with the understanding that the President will not receive a pay increase for two years. This is approved with the understanding that the President is subject to the same payment of any health contribution costs as any other administrator might be subject to in the future. The motion **carried**. Ayes: Mihelich, Dan O’Connell, Mike O’Connell, DeLaney, May and Wunderlich. Nays: Klen (extremely worried and concerned about the financial future)

10
Adjourn

Trustee DeLaney moved, seconded by Trustee May for the meeting to adjourn at 4:25 p.m. A voice vote was taken. The motion **carried** unanimously.