

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, 1215 Houbolt Road, Joliet, IL was called to order by Robert Wunderlich, Chairman of the Board at 6:03 p.m. on **Tuesday, October 12, 2010.**

1.0.1 Trustees Susan Klen Jeff May
Roll Call Present: Andy Mihelich Daniel O’Connell
 Mike O’Connell Robert Wunderlich

Trustee
Absent: Barbara DeLaney

Student Trustee
Present: Zak Cottrell#

Student Trustee Cottrell exited the meeting at 6:45 p.m.

1.1 Pledge The Pledge of Allegiance was led by Student Trustee Cottrell

Welcome Chairman Wunderlich welcomed the guests to the Joliet Junior College regular monthly Board meeting.

1.2 Moment of Silence A moment of silence was observed for members of the College family, students, community leaders, or relatives thereof, who had passed away since the last meeting. Chairman Wunderlich requested that Bob Mackley and Laura Klen, Susan Klen’s aunt.

1.3.1 Request to Address Board Chairman Wunderlich indicated that we have had a request to address the Board by Mr. John Griffis, Chair of Natural Sciences. Mr. Griffis thanked the Board for the time to address them this evening and gave the following report:

The JJC Fitness Center is a unique environment for providing fitness “education.” As a Physical Education class, we provide more than just a work-out facility. The philosophy of the Fitness Center has always been to promote Physical Education for lifetime health and wellness. Inclusive in our course objectives is:

- ~~To educate our participants on goals for a healthy lifestyle
- ~~To teach proper technique for optimal results as well as injury prevention
- ~~To provide fitness assessments and the subsequent design of an individualized program to meet participants goals

The Fitness Center was developed as a 1 credit-hour transferable course, which may be repeated for up to 4 credit hours. Many JJC students enroll in Fitness Center specifically to meet minimal full-time status and to fulfill general education course requirements, as well as to meet personal fitness, lifestyle and health goals.

The “independent study” aspect of the course – allowing students to work-out at a time of their choice – is an attractive quality in registering for this class. In addition to required assessment procedures, students maintain a log of their workouts over the course of the semester. While the timing of the course is open-ended, students need an adequate number of available days and times to meet the required quota of workouts. Fitness Center is offered for the full 12 weeks of summer. Still this is a decrease in available workout time compared to Fall and Spring semesters. Limiting Fitness Center availability to only 4 days per week during Summer session, means our students not only have less time to work-out to achieve their fitness goals, but also substantially limits the opportunity to meet the required number of workouts for a grade.

As a Physical Education class, the faculty of the Fitness Center has always promoted a workout schedule endorsed by the leading organizations in the field – ACSM (American College of Sports Medicine), and the President’s Council on Fitness – which promote a workout schedule of 5-7 days per week for optimal fitness. Limiting availability to only 4 consecutive days, then closing for 3 consecutive days goes against these recommendations.

The Fitness Center remained open 7 days per week this past summer, without air conditioning during weekend hours- Friday through Sunday. This adjustment created an uncomfortable and potentially dangerous climate for exercise. It also had a definite impact on the attendance of many community members. Visits from Friday to Sunday were decreased by 18% from previous summers, yet still numbered over 1200.

The JJC Fitness Center is not only a class for JJC students, but for community members as well. Many community members, as well as students, workout

consistently during weekend hours to maintain their fitness schedule. Members who are limited to only 4 day workout availability will likely look to other community fitness center options to fulfill their needs. Once they commit to another membership, they will not likely return to JJC during fall and spring semesters.

In addition to our weight room facilities, enrollment in the Fitness Center includes the opportunity to participate in activity classes including Spinning, Pilates, Yoga, and a variety of Aerobic conditioning classes. Each member of our Fitness Center faculty is a Certified Personal Trainer. Additionally, our faculty who teach activity classes, maintain specific certifications in specialized areas. Many of our community participants continue their membership specifically for our classes and instructors. Activity classes are scheduled through the weekend hours. Closing for three consecutive days, is a disservice to our community members who include weekend workouts and classes as part of their fitness schedule. This past summer, the limited air conditioning reflected a reduction of community members attending classes.

Closing the Fitness Center, especially in a time of college expansion, can be viewed by the public as a waste of community money. An unused, empty facility can represent a negative view to the community.

The Fitness Center currently serves as a real-time laboratory for students enrolled in HPR 202 Wellness Concepts and Bio 103 Health. Students have the opportunity to experience individual fitness assessments and participation in activity classes.

The Physical Education faculty members are in the process of developing a certification program for becoming a Personal Trainer, currently the leading profession in the fitness industry. The JJC Fitness Center will be an integral part of the training program in the certification process.

In addition, the Physical Education department has introduced the American College of Sports Medicine's "Exercise is Medicine" initiative in September 2010. This is a nation-wide initiative to promote exercise as a prescriptive medicine for all populations. JJC is now participating in the "Exercise is Medicine" College initiative. Fitness Center faculty will be conducting various exercise demonstrations on the Bridge. These activities will be open to students and staff to promote the medicinal benefits of exercise and the available activities offered in the JJC Fitness Center.

The suggested summer closing of three consecutive days will not only impact our student and community members, but our Fitness Center faculty as well. There is a potential loss of qualified adjunct instructors. Our instructors may seek other opportunities to teach their classes. Many of our instructors have strong and loyal followers who will leave JJC to follow the instructors to other facilities. With the development of our Personal Trainer certification courses, and our "Exercise is Medicine" promotion, we will rely on our experienced adjunct faculty to play a

major role in filling qualified instructor positions.

The Physical Education faculty members continue to work on the development of programs to enhance our services to our students and the community.

We feel it is imperative to remain open – with adequate air conditioning – during summer session. This is essential not only for the benefit of our current students and community members, but also for the success of our future programs.

Chairman Wunderlich thanked Mr. Griffis for his comments this evening and indicated that faculty comments and input are always welcomed by this Board. We are conducting an audit of the athletic area from the cost energy savings committee and will look closely at those results. Trustee Mike O’Connell indicated that the Friday closing came through the Board this past summer and agrees that working out with no air conditioning could be dangerous. Trustee Mike O’Connell indicated that he has a masters degree in physical education and is a strong believer in the fitness center and would like to see it available for our students to work out as well without having to sign up for the course. There really have not been too many improvements made in the physical education facility since it was initially built; however, there is current talk about a new field house where the fitness center could be housed with its own zoned air conditioning. This is a good program, but it currently is losing approximately \$500,000 a year, which is one of the reasons we are conducting an audit for this area. The hope is to have this program be more efficient so the program can be continued. Mr. Griffis commented that their belief is that the emphasis is that this is an educational facility and the students are taking the class for college credit. If you were to talk to counseling they would tell you how important it is to have this one hour course to help the students maintain their status as full-time. As an example, if a student was to drop a class at the beginning of a class, taking this one hour course could be what they need for full-time status, as well as it is a general education credit class. Mr. Griffis stated that he would like to see the cost benefits analysis that shows how the fitness center is losing \$500,000. It was agreed that President Proulx and Ms. Rust would provide this information for Mr. Griffis.

1.4.1
Native
American
Heritage
Month

Mr. Fred Harris, adviser for the Native American Club, read the resolution designating the month of November as Native American Heritage month. **Trustee May moved**, seconded by Trustee Dan O’Connell that the Board of Trustees of Joliet Junior College approve the resolution recognizing November as Native American Heritage Month. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

1.4.2
Faculty
Union
Report

Mr. Bill O’Connor, Vice President of the Faculty Union, indicated that he would like to report that the Faculty are off to a good and busy semester. They are already looking forward to the spring semester and have begun lining up the schedules. We are continuing to meet monthly with President Proulx and other

administrators to keep the lines of communications open, which has been very beneficial. In line with that idea of communication, we would like to thank the Board and appreciate the information that Mr. Griffis just presented to the Trustees. This is an important issue that the faculty is concerned about and is a benefit to the whole school.

1.4.2
Adjunct
Faculty
Report

Dr. Al Kennedy, President of the Adjunct Faculty Union, thanked the Board for the opportunity to address them this evening. Dr. Kennedy commented that the Adjunct Faculty agree wholeheartedly with the information that Mr. Griffis presented this evening. They feel that the closing of the fitness center would be a big mistake on the weekends during the summer and think that it would have an extremely negative impact on the users of the facility. Anytime you reduce access to the facility by 43 percent, it will have a significant negative impact. Mr. Griffis really gave some excellent points on this negative impact. We also agree that with so many individuals in the JJC community using this facility it would have a negative impact in our community as well. We also believe that the cost savings will be minuscule when compared to the reduction of the number of people that will be using the facility and the income that would be generated from this number of people. They feel closing the fitness center over the weekends during summer is short sided and will not benefit the college overall. They support the view and proposal presented by Mr. Griffis.

Chairman Wunderlich thanked both of the groups for their input this evening.

1.4.2
Alumni
Report

Mr. Sylvester Cottrell gave the Alumni Report this evening as follows:

Alumni Association Board projects:

Committee Restructuring, Networking Event (Spring 2010), Greater community involvement/presence, Alumni Basketball Game (Fall 2011), The Alumni Association Board has two student liaisons. Both are members of JJC Student Government: Beth Stika, President and Cadis Stewart, Public Relations Officer.

Conferences:

Kelly spoke on the alumni panel at the Illinois Council for Resource Development Conference on September 23 in Springfield

Kelly will present, *Alumni Relations: Are You an Authentic Leader of Your Alumni?*, at the Council for Resource Development Conference in Washington, D.C., November 3 – 6.

Events:

The Emerging Leaders workshop will begin on Thursday, October 28 with Ben Hollis, PBS host and co-creator of Wild Chicago presenting “What it is Like to be You”. The purpose of Emerging Leaders is to enhance the classroom experience with skills that will transfer into any career setting thus increasing employability. Students who complete the Emerging Leaders program are eligible to apply for the Student Leadership Scholarship.

Kelly, Dee and our student worker, LaShara participated in Mainstreet in September. Mainstreet is an expo to highlight student clubs, college departments and programs.

Kelly attended the Grundy County Chamber and Southwest Suburban Philanthropic Network joint luncheon honoring Tom Tesdal of First Midwest Bank. Morris, as Philanthropist of the Year

Reminders:

The next meeting of the Alumni Association Board is on Monday, November 1, 2010 at 6 p.m. in the President's Board room.

1.5.1 **Trustee Mike O'Connell moved**, seconded by Student Trustee Cottrell that the minutes of the regular Board of Trustees meeting held on September 14, 2010 be approved. The motion **carried** unanimously. Ayes: Mike O'Connell, Klen, May, Mihelich, Dan O'Connell and Wunderlich. Student Trustee Cottrell favored the motion.

1.5.2 **Trustee Dan O'Connell moved**, seconded by Student Trustee Cottrell that the minutes of the special Board of Trustees meeting held on October 5, 2010 be approved. The motion **carried** unanimously. Ayes: Dan O'Connell, Mike O'Connell, Klen, May, Mihelich and Wunderlich. Student Trustee Cottrell favored the motion.

1.6 Ms. Tierney stated that she had not received any additional communications other than the envelope received this evening.

1.7 **Trustee May moved**, seconded by Student Trustee Cottrell that the Agenda be approved as presented. The motion **carried** unanimously. Ayes: May, Mihelich, Dan O'Connell, Mike O'Connell, Klen and Wunderlich. Student Trustee Cottrell favored the motion.

1.8 **Trustee Klen moved**, seconded by Student Trustee Cottrell that the following items be placed as consent agenda items: 2.1.1, 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.6, 2.9.1, 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, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 6.1, 6.2, 6.3, 6.4, 7.1 and 8.3. The motion **carried** unanimously. Ayes: Klen, May, Mihelich, Dan O'Connell, Mike O'Connell and Wunderlich. Student Trustee Cottrell favored the motion.

Trustee Klen moved seconded by Student Trustee Cottrell that the following Consent agenda items are approved as follows:

- 2.1.1 President recommends approval of appointment of department chair 2010-2011
- 2.2.1 President recommends acceptance of resignation of associate professor, nursing
- 2.2.2 President recommends approval of change in retirement date as requested by one faculty member
- 2.2.3 President recommends approval of retirement as requested by five faculty members, under the provisions of the current contractual agreement
- 2.2.4 President recommends authorization for the human resources department to initiate an employee/faculty sick donation appeal for faculty member

- 2.2.5 President recommends tenure for three faculty members
- 2.2.6 President recommends reappointment on one non-tenured faculty member
- 2.9.1 The President requests acceptance of the report on replacement of full- and part-time classified employees, as presented
- 4.1 The President recommends approval to pay the listing of Bills for the period ending September 30, 2010 as presented
- 4.2 The President recommends approval to award bids as follows:
 - 4.2.1 Bid Release 18 Rebid Automotive Building Car Lift Work
 - 4.2.2 Rental Vehicles
 - 4.2.3 SMARTnet Service Support Program
 - 4.2.4 Online Medical Billing Courses
 - 4.2.5 Paramedic Program at Silvercross Hospital
 - 4.2.6 Floral Supplies
 - 4.2.7 Employment Advertising
 - 4.2.8 Hunter Automotive Equipment
 - 4.2.9 Emergency Medical Services Education Program at Morris Hospital
- 4.3 Treasurer's Report
- 4.4 Financial Report
- 4.5 Acknowledgement of audit
- 4.6 Resolution to transfer funds from the working cash fund to the education and the operations and maintenance fund
- 4.7 Resolution to authorize receiving and filing of petitions for board of trustee consolidated election
- 4.8 Board of Trustees approval of lease to farm north campus acreage
- 4.9 Board of Trustees approval of protection health and safety project phase two electronic door access Romeoville campus and Weitendorf campus
- 4.10 Board of Trustees approval of WC claim 0028255028
- 4.11 Board of Trustees approval of EEOC claim 2009-CA2231
- 4.12 Board of Trustees approval of case no. 06 C 2135
- 4.13 Board of Trustees approval of case no. 06 CV 5086
- 6.1 Approval of Contract for Datatel Colleague Improvement Program
- 6.2 Approval of Contract for IBM Server and Storage Hardware
- 6.3 Approval of Contract for Renewal of Cisco Maintenance
- 6.4 Approval of Contract for Gartner Partnership
- 7.1 Approval and Second Reading of Board Policy Insurance
- 8.3 Approval of renewal of legislative representative's contract

9.1 Foundation Report
 Trustee Klen indicated her report would be very brief. Because of the economy the Foundation is working hard at analyzing their current fundraisers and they have determined there will not be a golf outing next year. They basically work on the golf outing for an entire year and they are looking at other different and exciting opportunities. For the same amount of effort they could make four times the amount of money for the students and the foundation scholarship funds. Chairman Wunderlich suggested a trustee golf outing.

9.1.2 Student
 Mr. Sal Valadez reported they were moving forward and they have moved in four more students so they are up to 254 students and are getting lots of inquiries for

Housing Report the spring. Chairman Wunderlich congratulated and thanked Mr. Valadez on a good job and for the good news.

9.2 ICCTA Report Trustee May stated he would save his report until next month.

9.3 Student Trustee Report Student Trustee Cottrell indicated the following:
Student Government will be holding a student exchange this Saturday, at our campus from 10 a.m.- 1p.m. In attendance will be Moraine Valley, Kankakee Community College, Elgin Community College, and College of Dupage. There will be six advisors from these institutions and we're expecting a grand total of 40 participants to be at this event. Topics of discussion are: how are their Student Governments run, how are their student trustee's elected, and discussion of their advocacy activities. This is the first time we've held an event like this.

BSU will be sponsoring Homecoming activities this weekend. There will be a tailgating event along with a big dance.

And most importantly, last Thurs. Student Government hosted Dr. Proulx and the VP's at their last meeting. The VP's introduced themselves and gave an overview of their role at the college. They also expressed interest in meeting with Student Government in the future.

Trustee Klen asked Student Trustee Cottrell about the time and the place for the tail gaiting. He reported there would be cooking at the stadium.

9.4 Buildings & Grounds Committee Report Trustee Dan O'Connell indicated that Mr. Bob Romo of the Illinois Clean Energy Community Foundation attended the meeting and presented the college with a check in the amount of \$243,128. We also received the master plan update which is on budget and on time and as always we have Larry from Gilbane present to give the Board an update on the plan. There is more asbestos in the White Store building than we were aware of. Mr. Bacher indicated that we are on budget and overall the program is running well; 51 percent of our current contract awards are from district 525 contractors; facility services should be ready in February; automotive should be ready for next summer; campus center next summer; J-building will be starting up next summer as we move out of campus center. Campus Center photos were displayed; relocation planning is moving forward at a rapid speed; Facility Services photos were displayed and we are on budget by the skin of our teeth; the J-building renovation is in planning and we hope to have a design done by the first of the year so that we can bid it out. In terms of health professions we have the 90% construction documents for review and are finishing up estimates and we still have a small issue on the furniture equipment budget that we are trying to work through; and will have final drawings and will be going out for bid on the Health Professions at the end of the month and plan to start in January on construction. The Natural Science building is out for bid right now and the budget is very tight; automotive is moving along nicely; a bid package for the

Signage and Way finding will be done in November. In terms of City Center we have had our first round of programming meetings with all the users that will be moving into that building and we are working on trying to reconcile those. There's going to be a second round of meetings in a couple of weeks and we will be trying to go through and reconcile our program wishes to our budgets. In terms of the White Store, we had bids out and we will be taking those shortly; materials in the building left behind by the former owner will be sold at an auction; we found more asbestos than we had anticipated-under the wood floor there is a building paper between the wood floor and the sub-floor and that paper has asbestos. So we now have a task at the White Store instead of just taking a wrecking ball to it we need to carefully remove the wood floor and dispose of the building papers and hazardous material and that is going to impact our cost a little and may also impact our schedule. Trustee Klen asked Mr. Bacher if after the wood floor is carefully removed, does that mean the wood floor would be salvageable without additional expense. Mr. Bacher stated it would not be without additional expenses. We are salvaging the neon sign, some of the porcelain and some of the brick to try and incorporate that into the building somehow. Chairman Wunderlich asked if we had a mural and Trustee Klen said we have all hands on deck and somebody has one out there and reported we are still hunting for a mural picture. You can still vaguely see a good portion in the photo and if we don't find a photo then someone is going to have to make a sketch of it. The landscape piece of that is going to take a little more time to work through as we are just starting on the design. Trustee Klen asked Mr. Bacher if the Board would see the landscape design before it went out for bid. Mr. Bacher stated absolutely the Board would see it before it goes out for bid. Chairman Wunderlich thanked Mr. Bacher for his report.

9.5
JAHM
Report

Trustee Mihelich reported that the Museum Gala was a success with over forty tables. The museum can now begin planning for its New Year's Gala.

9.6
Cost
Energy
Savings
Committee
Report

Trustee Mike O'Connell stated that during the tuition increase we agreed to form a committee to see if there were some things that could be run more efficiently; however, we never want to lose quality. Originally he was co-chair with Frank Zeller and now Tammy and I are working together. The committee is made up of Trustee Klen, teachers, administrators, secretaries, students, police department, and bookstore staff. We tried to get a wide range of people involved in this and asked for suggestions on how we might be more efficient. We received a variety of suggestions from all sorts of people. Trustee Mike O'Connell stated he had a list seven pages long with suggestions. Trustee Mike O'Connell thanked Darlene Boyle for doing a great job putting it all together. Many items suggested were already being done by Pat Van Duyne and his department. Pat being a little bit humble gave credit to people before him. It was very interesting to see how things have been carried out and tabulated to try to make everything efficient. Unfortunately they weren't here when the building was first built in the early 1970's that might have made life a little easier on some things. We discussed a process to handle the many suggestions which includes analysis by the department/operational unit involved.

Basically some of the projects moving forward through the committee are:

1. Last month the December graduation ceremony was eliminated to serve student differently and to reduce costs.
2. The first reading of the cell phone policy was on tonight's agenda.
3. Methods to provide information to the students will shift to the web for the summer of 2011, reducing costs and contributing to the green effort.
4. Consultants are coming in to do an audit of the college's fitness center and the college's athletic programming practices. The final report recommendations will be at the January board workshop meeting.
5. The committee affirmed and recommended that the President proceed with the proposed plan to close on Fridays next summer, which the Board will see next month.
6. In addition the committee agreed that the next group of items for consideration will be:
 - the post termination insurance coverage
 - review of student fees, particularly registration fees
 - several ideas regarding the Weitendorf Agricultural Education Center were reviewed. Such as, adding sensors to the classrooms, ceiling fans and commercial programmable thermostats.

We meet about once every two months and we are making progress and the groups are working together well. Trustee May asked Trustee Mike O'Connell if he had made a running total of actual cost savings on a project and if there is any resolution on what costs we are saving so we can subtract that from month to month, or are we too early. Ms. Rust commented that it actually was one of the topics and it's very difficult to do after the fact to measure, but we are attempting to do that. The cost savings ideas are recommended and we'll have a mechanism to measure going forward so we have a plan to do that. Trustee May commented that at some point it would be nice to have a press release on this, but it's important to have financial stewards. It would be good for the college to provide to the community that we are making an effort to cut costs. Chairman Wunderlich commented that in our master plan with the LEED certified buildings, we are going in the right direction. Trustee Klen commented that most all of the suggestions under Pat Van Duyne's areas has already implemented. She was very impressed by how quickly they started recycling downtown at the City Center when it was suggested and is very impressed by that action.

9.7 President's Report

President Proulx commented that very shortly we will begin the process of FY 2012 budget planning. She would like to highlight two recent grant awards that JJC received. We were thrilled to get a department of education grant in the amount of \$521,787. Ed Vasil will be the project director of that grant. There were 300 grant applications for this grant and only 18 were awarded. Only five of the eighteen were community colleges, so congratulations to Ed Vasil, Pete Comanda, Cindy Vasquez-Barrios, Jackie Klika and our grant writing staff. We received recently another large grant, a student success grant, in the amount of

\$498,978. The students that are going to be served by this grant are those with social, economic, physical or developmental disabilities and/or academic deficiencies. This was a real collaboration on the part of Dr. Oudenhoven, Dr. Roberson and Joanne Kantner. All of these grants are taking team approaches and I'm very proud of the fact that we are bringing in dollars. Trustee Klen mentioned that this weekend is homecoming on Saturday night. Also on Saturday evening JJC is going to be recognized at the Habitat for Humanity gala for the good work that our faculty and staff do to support Habitat for Humanity. On Sunday afternoon Dr. Thomas Lily will be part of music viva at 3pm on October 17. On October 18 we have an open house at Frankfort Education Center from 5:30-7:30 p.m. On November 13, we are still on track for the Trustee Retreat at the Renaissance Center and Dr. Swalec is preparing for that.

Our FY2012 budget is in process and Tammy would like to spend a little time talking about revenue. Ms. Rust commented that the budget is actually a very long process and would like to start that process earlier. Some will be known to you because you have been through it. There are three revenue sources: taxes, tuition and fees, state and federal funds.

Taxes are capped and it moves primarily by the CPI, give or take a little by new construction, and last year that was 2.7 percent. This year, right now, the CPI is hovering around 1% which would equate to a \$400,000 increase in tax revenue.

The second major component is tuition and you will be asked to set tuition in the spring for the following year. Tuition and fees are limited to one-third per capita. Fees refer only to universal fees which are those charged on a per credit hour basis. Our fees include the capital assessment fee, student service fee and the technical fee. Per capita changes each year depending on expenditures. Based on FY10 audit, the per capita is \$355.03 so the maximum tuition/fees for FY12 will be \$118.34 and the FY11 tuition/fees rate \$103 and \$1 of tuition/fees equals approximately \$300,000.

The last piece is state and federal funds. Payments are coming out of the state are as much as 170 days in arrears, so even if the funds come, many schools will have cash flow issues. We are still managing, but it is something that we watch carefully. The state appropriation for FY11 will be the same as FY10, about \$7 million. Nobody knows what will happen in FY 12, but we are watching all of this trying to predict it, but we can only control certain things.

Next month we will bring additional information that does a similar thing around the expense side of the sheet. Trustee Klen asked if it's too early to have a preliminary idea what would have to happen to tuition to have a status quo at this point. Ms. Rust commented what we will be putting together a forecast and she is pushing hard to get that completed earlier than what we've done in the past. The trade off for earlier is a little less reliability in the numbers but it gives us time to talk about our priorities and how we want to focus. Trustee May commented that 170 days is business days not calendar days. Ms. Rust commented that it's actually payment days. Trustee Mike O'Connell indicated that since we are tax

capped we had at one time talked about legislation as far as appealing the tax caps and wondered if this was on or not on. Trustee May commented that he doesn't think that there would be much chance to appeal the tax caps. Trustee Mike O'Connell asked if we have any funds that we could levy for. Ms. Rust commented that levy is set so they do in essence participate to the fullest cap. Trustee Mihelich asked on the tuition maximum you gave us a number of \$118 and asked if that includes tuition and all fees. Ms. Rust responded that it includes things that are defined as universal fees. A few years ago ICCB came back and said tuition plus any fees charged on a per credit hour are what goes towards the maximum. Trustee Klen asked what about our capital fee? Ms. Rust commented that's included because it's per credit hour. Trustee Klen asked if our current \$103 per credit hour is actually higher than that \$103. Ms. Rust commented that the capital fee was included in this figure. Trustee May commented that there are only two community colleges that are at their maximum. Trustee Mihelich commented that was part of his follow up question. He would like to see a FY 12 or maybe a FY 13 projection so that we have a projection going out. So if \$15 is not our true variance over the next three years, we at least know what the potential variance in the fees for three years forward. Trustee May commented that we talked about legislation at our last board meeting in Springfield and looked at having that lifted there was discussion of community college people and if you raised tuition to a certain extent are you going to exclude students. In the case of the schools that are already at the max they are cutting programs so we talked about, at the very least, looking at a temporary relaxing of the rules until the state gets through its budget crisis. Trustee Klen asked if it's too early to see how spring enrollment looks in terms of revenue. Since registration goes until basically the day school starts, when do we think the bulk of registration will have occurred. Ms. Rust commented we do that because you can imagine the assumptions and data points that go into building the budget and this is one of the things that we work on collectively as a group. Trustee May commented that he had asked earlier when we originally set a v structure for capital it was based on 3% growth I think over twenty years but our increase in growth has been far above that the last couple of years and that's going to add to the impact and have you been able to do any kind of analyst on it. Ms. Rust commented we are actually still breaking even. Trustee Mike O'Connell asked if administration felt that we may lose some revenue down the line. Ms. Rust commented that if the assessment is actually changed by the county, that really has no or little impact because of the tax caps. The other way is the protesting of taxes which happens after the fact and if the protest is won those dollars are taken back, but we actually allow a provision for that situation. Trustee Mike O'Connell commented I see we have some surplus and we aren't spending every penny we have and asked if his understanding was correct. Ms. Rust commented that was correct. Trustee Mike O'Connell commented that's good we don't want to get into a situation that some other governing bodies have gotten into. Ms. Rust commented so as we move forward we will be sharing various kinds of information, concepts and will be asking for feedback on that.

Recognition

- Congratulations to Amy Murphy, director of corporate & community services, who has been selected as one of the award recipients for the Business Ledger

2010 Influential Women in Business awards. Ms. Murphy will be presented with her award at a banquet scheduled for November 4 at the Danada House in Wheaton.

- Congratulations to Andrea Lehmacher, director of marketing, and Jeff Julian, director of communications and external relations, and their staff on receiving 2010 National Council for Marketing & Public Relations (NCMPR) awards as follows:
 - Gold- Veteran’s Brochure
 - Silver- Electronic Newsletter
 - Silver- Feature Story
 - Bronze-5 K Fundraising Event
 - Bronze- Greenhouse posters
 - Bronze- Greenhouse video

Recent Grants Submitted

Grant	Source	Amount	Date Submitted	Department	Project Director
New Look Planning Guides	ICCB- Illinois Center for Specialized Studies	\$3,500	September 17, 2010	Developmental Education	Dr. Joanne Kantner
Growing Agriculture Science Teachers	Illinois Community College Boards	\$20,000	October 8, 2010	Agriculture	Bill Johnson

Recent Grant Awards

- JJC was awarded \$521,787 from the Department of Education for the Emergency Management in Higher Education grant. This program supports projects designed to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts. Out of over 300 applicants, only 18 grants were awarded. Of these 18, JJC is one of five community colleges across the United States to receive funding. This grant was a collaborative effort between Ed Vasil, environmental health and safety officer, who will serve as project director, Chief Pete Comanda, Cindy Vasquez-Barrios, dean of students and Jackie Klika, StAR manager.

JJC was appropriated \$498,978 from the Illinois Community College Board for the Student Success Grant. This grant provides funding for costs directly associated with providing services, supplemental instructional materials, and auxiliary aids designed to improve successful transition to postsecondary education, retention, and student learning outcomes. The students to be served by

this grant are those students with social, economic, physical, or developmental disabilities, and/or academic deficiencies that make it difficult to adapt to a college environment. Thank you to Joanne Kantner, director of developmental education, Dr. Betsy Oudenhoven, vice president for student development, and Dr. Valerie Roberson, vice president for academic affairs, for their leadership in developing the proposal.

Faculty Grant Initiatives

Jenny Giangregio presented to the Technical Department at its October department meeting. During this presentation, she discussed the grant process, showed them how to find forms and navigate the grant website, and handed out grant opportunities from the National Science Foundation that directly relate to their teaching areas.

High School Visits

10/4/2010 Lincoln Way West
10/5/2010 Lincoln Way North
10/5/2010 Lockport
10/6/2010 Joliet Central
10/6/2010 Plainfield East
10/6/2010 Minooka
10/7/2010 Plainfield Central
10/7/2010 Bolingbrook
10/7/2010 Seneca
10/7/2010 Plainfield South
10/13/2010 Coal City
10/13/2010 Joliet West
10/14/2010 Peotone
10/14/2010 Lincoln Way Central
10/19/2010 Gardner South Wilmington
10/20/2010 Morris
10/21/2010 Joliet Catholic Academy
10/21/2010 Lincoln Way East
10/26/2010 Newark
10/27/2010 Romeoville
10/28/2010 Wilmington

Recruitment Events

- Admissions
 - 10/4/2010 Wabaunsee Valley College Fair
 - 10/12/2010 JJC's Annual College Fair
 - 10/12/2010 Moraine Valley College Fair
 - 10/18/2010 Homewood Flossmoor College Fair
 - 10/19/2010 Department of Energy College Fair
 - 10/22/2010 Plainfield Employee Wellness Fair

- Financial Aid
 - 10/6/2010 Financial aid presentation at Seneca High School

- Office of Multicultural Student Affairs
 - 10/5/2010 Holy Trinity High School College Fair
 - 10/12/2010 Joliet Job Corp Career Fair
 - 10/20/2010 Rich East High School College Fair

- Nursing
 - 10/13/2010 Nursing Information Session
 - 10/13/2010 Radiologic Technology Information Session

- Technical
 - 10/1/2010 Automotive presentation at Lincoln Way
 - 10/19/2010 Automotive presentation at Lockport
 - 10/20/2010 Sustainable Building Resource Fair
 - 10/25/2010 Plainfield South Career Fair
 - 10/27/2010 Plano High School Career Fair
 - 10/28/2010 Eisenhower High School Career Fair

Activities and Initiatives

Jump on the Bus program. JJC's speech & theatre students enrolled in Tammy Perkin's summer class, participated in Morning Star's annual event designed to provide an outfit and school supplies to children.

FY 2012 budget preparation. We anticipate the budget planning process to be particularly difficult for FY 2012. For trustee planning purposes, Tammy Rust, vice president for administrative services, will review revenue information. To that end, attached is the management briefing sheet to be presented.

College Master Plan Status. In addition to Gilbane's monthly report, there are no additional items for trustee information.

Upcoming Events

- JJC Art Studio Faculty Exhibition: Laura A. Sprague Gallery, October 4-29
- Football Homecoming: Joliet Memorial Stadium, October 16, 6 p.m.
- Habitat for Humanity Gala: Harrah's, October 16, 6:30 p.m.
- *Musica Viva*: Dr. Thomas Liley, professor music, will perform in the theatre at 3 p.m.
- *Frankfort Education Center Open House*: 201 Colorado Avenue from 5:30 p.m. to 7:30 p.m.
- *Trustee Retreat*: Saturday, November 13 at the Renaissance Center from 8:30 a.m. to 11:30 a.m.

9.8 Chairman's Report

Chairman Wunderlich commented that the Board received the winter break schedule. President Proulx and her staff did some research on what other college's do as far as closing on holidays. There is discussion of using an option day Wednesday, December 29 as the college will be closed for the winter break. Past practice is for employees to use vacation or personal time. A growing number of college employees do not celebrate the Christmas holiday and inquires have been

made as to why are they being forced to use their own time. Trustee May commented that it's not a holiday break it's a winter break. Chairman Wunderlich commented that we looked at other community colleges and we are the only one that makes employees use vacation or personal time during the closure, so we would like to see what the Board would like to do regarding this issue. Trustee Mihelich commented that he wants to leave it the way it is. Trustee May commented that he feels the same way that Trustee Mihelich does. First of all the average person in the community doesn't get a winter break and I don't think the average taxpayer understands why college employees need this time off. He doesn't feel that we are getting maximum use out of our facility with all of these breaks. The other side of it is that our administration continually tells us that there is a need for additional staff as we have additional students. Now they are turning around telling us that they want to have less potential work days for students when they have all this work that needs to be done. Trustee May indicated that he does not think that it's the right time and the right message to be sending to the community. Trustee Mihelich commented that has been his view since he has been on the board. Trustee Klen asked if someone is proposing a specific change. Chairman Wunderlich commented that it was talked about last year and the year before so we did a survey and the survey is in front of you and between the winter break there is only one day and that's Wednesday, December 29 so do we want to stay opened or stay closed, make them take a day off, use a personal day or a vacation day, or do we just want to say here it is, the survey speaks for itself the other colleges don't do it we are the only one that does. Trustee Klen commented that if she understands what is being proposed, we might want to ask our cost energy savings committee to review this, because she has a feeling that being closed, closed, open, closed might cost us a lot more in resources. President Proulx commented that we've looked at it relative to energy savings and just as you heard from a faculty member tonight. In terms of communications, we're just bringing this to you because when the memo goes out from HR, the employees raise questions and I think that it's good to have it in front of you so you are not surprised should an employee question you. The memo goes out tomorrow and this year it's a one option day and last year I believe that it was two option days. We did agree that we would let them use compensatory time that never had been going on in the past. As a board you made a decision that's the week that we are going to be closed to get any efficiencies in terms of savings. Trustee Klen asked if the decision was that the college would be closed the entire time. President Proulx commented that was correct. Trustee Klen asked if this includes closing the fitness center. President Proulx stated that was correct. Trustee May commented that he just wants to say the public sector does not see this kind of flexibility in their work schedules and there is a lot of anger out there right now towards public employees and some of the benefits that they get and does not feel this is the right time to discuss this. Trustee Mihelich commented that when we first addressed this issue four years ago until last year I have been against even closing the college for even one or two days in between the break. My colleagues disagreed with that and now we are not only talking about closing the college we are talking about giving the employees an extra holiday day. Trustee Mihelich indicated that if he can't support the first one he can't support the second one. Trustee Mike O'Connell commented that we have a double edged sword:

conservation on one hand and Trustees May and Mihelich made a good point regarding public perception. Trustee Dan O’Connell commented you are right it is a double edged sword. Trustee May commented but they do have time that they can take off how many public sector employees have comp time or whatever to be able to take time off at that time of year. My guess is that they would love to take time off at that time and have holidays with their families but they can’t. We are already giving them that flexibility so that they can take the time off. Trustee Mike O’Connell commented some places its mandatory that employees take a week of vacation when they close. Trustee Klen commented that when she looked at this initially she totally misunderstood the whole thing, so are we saying that just in a little bit over a week whatever it is that there are five paid holiday days. President Proulx commented no. Trustee Mihelich commented that there are five paid holidays over this period of time. Trustee Mihelich commented that there is Christmas, the day before and after and New Year’s the day before so there are five holidays. Ms. Coleman commented for the whole year it’s approximately fourteen holidays over the year four to five of those holidays are normally over the Christmas and New Year’s break. You have Christmas Eve, Christmas day, then you have the day before New Year’s Eve and New Year’s Day. Trustee Klen asked if Christmas Eve and New Year’s Eve is a full holiday? Ms. Coleman answered yes. Trustee Klen commented that just to be clear, what we are considering is adding another day on top of the five. President Proulx commented that tomorrow we are going to send out a memo just like we have in the past. The employees are accustomed to getting that memo and last year for the first time we began to get questions in HR. President Proulx indicated that she just thought that it would be good to bring this to the Board’s attention because that number of employees has been growing. Trustee Mike O’Connell commented that he thinks we need to close down and there needs to be a forced vacation day.

9.9
Closed
Session

Trustee May moved, seconded by Trustee Mike O’Connell that the Board recess to a closed EXECUTIVE SESSION (7:21 p.m.) under open meetings act 2 (c) (2) and 2 (c) (11).

The motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, Klen and Wunderlich.

Return to
Regular
Session

Meeting resumed at 8:07 p.m. **Trustee May moved,** seconded by Trustee Dan O’Connell to resume the Regular Public Session. Motion **carried** unanimously. Ayes: May, Mihelich, Dan O’Connell, Mike O’Connell, Klen, and Wunderlich.

Trustees Present:	Susan Klen	Jeff May
	Andy Mihelich	Dan O’Connell
	Mike O’Connell	Robert Wunderlich

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Adjourn

Trustee Dan O’Connell moved, seconded by Trustee Mihelich for the meeting to adjourn at 8:08 p.m. A voice vote was taken. The motion **carried** unanimously.