

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room, #Z-203
La-Z-Boy Center
5:00 p.m., May 28, 2014

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., William H. Braunlich, Marjorie A. Kreps, Linda S. Lauer, Michael R. Meyer, Mary Kay Thayer

Members absent: none

Also present: Randy Daniels, Suzanne Wetzel, Grace Yackee, Molly McCutchan, Deb Beagle, jack Burns, Joe Verkennes, Pat Nedry, Brian Lay, Paul Knollman, Josh Myers, Judy VanDaele, and Penny Dorcey-Naber (recording secretary)

1. Chair Bacarella called the meeting to order at 5:07 p.m. The reason for the special meeting was for the purpose of having a public discussion regarding preparations for the 2014-15 budget.
2. There were no delegations present.
3. Vice President Suzanne Wetzel presented an overview of the 2014-2015 budget. The college has three main streams of revenue, property taxes, state appropriations, and tuition. The budget team is anticipating that billable contact hours will be down 5 percent. That coupled with a tuition increase of 3 percent, calculates to revenues of \$9.4 million.

Based on conversations with the county, which indicated property tax values had stabilized, the team projected an increase of 1/2 to 3/4 of a percent over last year's property tax revenues. MCCC's actual budgeted amount for property tax revenues is \$12,046,000. This number is below the projected revenue of \$12,075,292, and down \$51,000 from this year's property tax revenues. Deborah Beagle, Director of Financial Services, gave a brief overview of how this figure is calculated by multiplying the taxable value with millage rate. Learning how the budget is built and understanding that it is a complex and dynamic process is important. From December through June, data is compared and reviewed, and then adjusted as new information is received.

With projected revenues of \$26,166,200 and total requested expenses of \$26,801,796, the college has a shortfall of \$635,596. Additional expenses not included in the projected number include salary adjustments, renovation projects, and capital outlay requests that total \$567,888. This results in a shortfall of \$1.2 million for the college.

When looking at expenditures by category, wages and fringes are within normal range and all other item (services, supplies, etc.) percentages are running very close to those from last year. These numbers have remained consistent over time.

There are some increases and adjustments included in the draft budget. These initial numbers only include items that cost \$10,000 or above, but there are many more items in the list. A total of \$589,725 in additional expenses not included in this report include but are not limited to renovation requests, staffing requests, minimum wage adjustments, capital outlay, and part-time faculty tutors.

Some fees that have increased are State retirement fees, ORP fees, collection fees for student receivables, and medical insurance fees. Molly McCutchan, Director of Human Resources, is looking into other options for health insurance including self-funded programs. The college can only pay up to the hard cap for insurance, so any increase in health insurance costs are passed onto the employee. The District is trying to take a more proactive approach to keep the burden off the employees.

Expenses to be reviewed include the Hurd Road and Dixon Road properties, and the Whitman Center spring and summer hours, and operational changes. Cabinet has to bring the Board a balanced budget in two weeks; everything is on the table. Employees can direct budget concerns to President Quartey.

Cabinet solicited a list of technology needs from all departments and divisions. The college is short \$568,630. Some technology money was used to help cover the Career Technology Center the funds have not yet been replaced. We have over \$10 million in deferred maintenance. Jack Burns has prioritized and identified the projects that really need to be addressed this year such as brick tuckpointing for the third floor penthouse in the Life Sciences Building, the Cellar floor water remediation and renovations in the Administration building, and the lobby floor slab water/column remediation at the Whitman Center. Burns is working on an Energy Saving Performance Contract.

The college would hire a company to do a full assessment of all college facilities and systems. They then help the college to secure financing to help make the upgrades. The college would use its energy savings to pay off the financing. The plan will not guarantee the college can pay for the energy with its savings, however, it will guarantee savings.

Chair Bacarella called a break 6:14 p.m.

Chair Bacarella called the meeting back to order at 6:22 p.m.

4. Randell Daniels reported that the enrollment management team has framed a new enrollment management plan. A draft plan was recently rolled out to the Councils. The goal is to improve the process of recruiting and retaining dual enrolled students. The team is working hard to reach out to current and prospective students by developing innovative methods to attract and retain students on the outskirts of Monroe, as well as outside of Monroe, including international students. President Quarney, Vice President Yackee, Vice President Randy Daniels and Dr. Jim DeVries have scheduled a visit to St. Mary's Catholic Central this coming Monday. The President's office will be sending letters to all juniors and seniors in all the county school districts.

Other efforts to improve recruitment and retention include looking at strategies to improve academic advising, streamlining admissions and orientation processes, and improving remedial education and student placement. The Science and Mathematics Division is creating a math lab, which is similar to our writing lab. Additionally, the enrollment management team is working on developing and enhancing wraparound services such as implementing an early alert system that includes all students, not just special populations.

Recently, Jim Ross ran a report that identified 1400 students who were enrolled for winter 2014, had at least 6 credits, were in good standing, and earned less than 45 total credit who are not yet and enrolled. A compression planning session with students is planned to ask them how they want to be communicated with.

A final draft of the 2014-2015 budget will be presented at the June Board meeting for approval.

5. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda S. Lauer
Secretary

prd

These minutes were approved at the June 23, 2014 Board of Trustees meeting.