Minutes of the Finance Committee of
March 13, 2017

1. Call to Order
Chair Art Sauceda called the meeting to order at 2:01 pm. Members of the committee are Ms. Angela Holmes, Mr. Jeff Meyer and Mr. Art Sauceda.

Trustees Present: Mr. John Duffy, Ms. Ellie MacKinney, Mr. Jeff Meyer, Mr. Art Sauceda, Dr. Clare Ollayos, Dr. Donna Redmer, Ms. Angela Holmes, Student Trustee Mr. Diego Gonzalez.

ECC Staff and Others Present: Dr. Sam, President, Ms. Konny, Ms. Scholl, Ms. Folden, Ms. Wons, Mr. Phillips, Ms. Hauca, Dr. Thompson, Ms. Strossner, Mr. Coonen, Ms. Tait, Mr. Payne, Ms. Heinrich, Ms. Almeida, Ms. Pang, Ms. Webb, Dr. Roeger, Mr. Jensen, Ms. Johnson, Mr. Fahy, Ms. Rakow

2. Approval of the December 12th and October 10th Minutes
Chair Sauceda called for motion to approve the December 12, 2016 and the October 10, 2016 minutes. All minutes were approved with a correction to the December 12, 2016 minutes of the arrival time of Trustee Ollayos.

Motion: Trustee Meyer moved to approve
Second: Trustee Holmes seconded the motion
Voice Vote: All aye by voice vote; motion passed.

3. Internal Audit Report Ms. Folden
2016 Fall Title IV Review – The Department of Education requires the return of all Title IV funds if a student withdraws before completing 60% of the term. During the testing there was one exception where a student withdrew. The calculation was not completed within the 45 day time frame of the student withdrawing from the course. Chair Sauceda inquired if there were any financial implications to the college. Ms. Folden replied no. Upcoming audits will be the Intensive English Program and Paid Time Off.
4. Tax Abatement for Tax Year 2016 Ms. Scholl
Ms. Scholl explained that when the 2009 Build America Bonds were issued the college pledged to rebate the interest received and apply it against the principal and interest on the taxable bonds. The college is required to levy the full amount and then abate those interest amounts. We do this now because the federal government has been sequestering some of our funds, so we are abating 35% which is the percentage less the amount of the government applied sequester. The total amount to be abated is $778,343.93.

Chair Sauceda called for motion to recommend to the board the approval by the finance committee of the Resolution Authorizing this Abatement.

**Motion:** Trustee Meyer moved

**Seconded:** Trustee Holmes seconded the motion

**Voice Vote:** All Aye by voice vote; motion passed.

5. Fiscal Year 2018 Budget Update
Ms. Konny stated that all budget officers have submitted their tentative budgets for next year. After submission the budgets are reviewed by the Strategic Planning and Budget Council which examines the budgets in detail, and during this process the budget is inputed into the system to begin the aggregation of the budgets.

During this process finance is looking at developing revenue projections for next year. Revenue is based on the following three items:

1) Property Tax Levy with increase equal to CPI. Ms. Konny stated at this point there will be no property tax freeze.

2) Enrollment, at this point she anticipates a 4 to 5% decline in enrollment.

3) The third component is state revenue. Last year it was decided to use the amount received FY16. This year we are going with the same thought using a very preliminary amount which would be $1.75M.
6. Tuition Recommendation for Fiscal Year 2018

The in-district tuition rate reflects an increase of $4 per credit hour. There will be a $10 per credit hour increase on internet courses for out-of-district and out-of-state students. Our tuition remains below the state average.

Chair Sauceda called for a motion to recommend to the board the finance committee’s approval of the tuition recommendation for Fiscal Year 2018.

**Motion:** Trustee Meyer moved  
**Seconded:** Trustee Holmes seconded the motion  
**Voice Vote:** All Aye by voice vote; motion passes

7. Auxiliary Business Plans

Trustee MacKinney likes the new format that had been piloted this year and found it very helpful. Trustee Redmer requested that in the future the organizational charts contained in the business plans reflect the names of the individuals.

**Athletics** – Trustee Ollayos suggested one area that should be investigated would be fall prevention classes. She stated there is a large population that would benefit from simple balance and coordination exercises. She also suggested a post cardiac rehab class, stating it may be an area of exploration for community needs.

**Bookstore** – Ms. Strossner stated the bookstore works with the faculty and publishers to obtain the books needed for classes at reasonable prices. She stated the bookstore is trying many new things such as digital books, books in print with on-line homework materials, and continues to welcome new technology as it comes available to best fit the needs of our students.

**Center for Emergency Services** – Chair Sauceda would like to have seen projected expenses for years 17, 18, and 19, in the plan. Dr. Sam stated this is a field that will never go out of style. In time we will be able to increase our offerings to students and professionals. Mr. Fahy stated the student profile breaks down to three groups: the community college student, emergency service practitioners, and high school students enrolled in dual-credit programs.

**Continuing Education** – Ms. Hauca stated the department has gone back to mailing course schedules, and they have seen a 30% increase in classes over the previous year. Additionally, the enrollment in Kids College is up in
comparison to last year at this time. They are also partnering with the Center for Emergency Services to offer CPR courses to ECC students and non-students in the community. They plan to offer Real Estate and Massage Therapy classes.

**Early Childhood Lab School** – Ms. Johnson stated they serve 90 children every semester for a total of 150 families over the course of a year. This past year they received an endorsement from the state called ExceleRate. Of families served, 70% are students, half of which are below the poverty level. These families need additional support services which they try to provide. She added they received a $15,000 grant from the Grace Bersted Foundation to assist parents in need with up to $750 to help cover the costs of their child care expenses. Ms. Johnson stated they are a private enterprise, they only accept individuals that are connected with Elgin Community College and are not in competition with area child care providers.

**Facilities Rental** – Ms. Tait explained this is a service oriented department, serving the college and the community. Facilities rental is solely responsible for scheduling the rental of rooms for internal and external vendors. They are responsible for coordinating the food orders for all events, and work closely with food services. They are investigating the possibility of purchasing a software program they would share with food services that would reduce time and increase efficiencies for both departments.

Ms. Almeida added that facilities rental supports the college, 80% of their workload are college events, and 20% are external events. They coordinate with many internal departments in an effort to provide a high level of service. They try to collaborate with all departments in an effort to look for cost savings for the college as a whole.

**Food Services** - Ms. Strossner shared they have made changes in staff, hours of operation, and product offering. The changes have not impacted service or quality. With these changes made they are making progress and closing the budget gap.

**Production Services** - No representative was present. Dr. Sam stated it was all good in that department.

**Student Life** - Ms. Maurer shared that they endeavor to supplement and offer co-curricular programs for students outside of the classroom in the
areas of leadership development, community service, and training. There is a variety of things they do, and there are hundreds of events each year. These are not only done through Student Life but also through the clubs and organizations. They are helping students understand their education extends beyond the four classroom walls.

Visual and Performing Arts – Mr. Duchrow stated there are three type of programs they support:
1) Instructional Ensembles that are here, we provide a place where they can have a quality performing arts experience.
2) Not-For-Profit groups, high school groups and the community who don’t have a good place to do a performing arts event. Instead of going to a gymnasium where the lighting is bad and there is inferior staging, the Visual and Performing Arts center provides a place, and supports the group with the expertise from our staff.
3) Visiting Artists Series where we bring in whatever we can, a mix of high profile performing artists and events. The events are not just to make money, but to educate the community.

8. Audience Wishing to Address the Community
   None

9. Open
   None

10. Adjournment
    Chair Sauceda called for motion to adjourn the meeting at 3:50 pm.
    
    **Motion:** Trustee Meyer moved
    
    **Seconded:** Trustee Holmes seconded the motion
    
    **Voice Vote:** All Aye by voice vote; motion passes