

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

August 18, 2009
Special Board Meeting
6:00 p.m.

Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Request to Purchase
 1. Services for Parking Lot Restriping, Board Report #09-203
 - B. Personnel
 1. Appointment of Interim Vice President of Administrative Services/Treasurer, Board Report #09-204
 2. Appointment of Replacement Director of Campus Safety and Security, Board Report #09-205
 3. Request to Change Sponsored Leave, Board Report #09-206
 - C. Understanding with Crystal Lake Park District for Parking Options, Board Report #09-207
5. FOR INFORMATION
Retirement
6. CLOSED SESSION
7. OPEN FOR BOARD MEMBERS
8. ADJOURNMENT

George Lowe

George Lowe
Chair

Appointment of Interim
Vice President for Administrative Services/Treasurer

Information:

The resignation of Ronald Ally, effective August 16, 2009, created a vacancy for the full-time administrative position of Vice President for Administrative Services/Treasurer. The decision has been made to fill this position on an interim basis while a nationwide search is conducted. Dr. Francis Zeller has been recommended to fill this position. Dr. Zeller has a Doctorate and a Master of Arts in Educational Administration from Northern Illinois University, DeKalb, IL, and a Bachelor of Arts in English from Lewis College in Lockport, IL. His experience is as follows:

- 2001 – 2002 Interim Vice President
Center for Sight and Hearing Impaired, Rockford, IL

- 2000 – 2001 Interim Vice President of Business Services
Joliet Junior College, Joliet, IL

- 2000 Interim Vice President of Administrative Services
Highland Community College, Freeport, IL

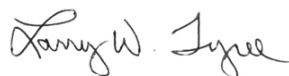
- 1973 – 2000 Vice President of Business Services
Illinois Valley Community College, Oglesby, IL

- 1971 – 1973 Business Manager
Barrington High School District 224, Barrington, IL

- 1970 – 1971 Assistant Business Manager
Park Ridge Elementary School District 64, Park Ridge, IL

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Dr. Francis Zeller to the administrative position of Interim Vice President for Administrative Services/Treasurer, effective August 19, 2009, at a monthly salary of \$11,750.00, with no benefits.



Larry W. Tyree
Interim President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Salary Offer	Salary of Replaced Employee
Executive Council	n/a	n/a	n/a	\$141,000.00	\$141,437.30

POSITION: **VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/TREASURER**

CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: The Vice President for Administrative Services/Treasurer is directly accountable to the College President. The Vice President has the authority and responsibility for all College functions of finance, purchasing, human resources, informational technology, buildings and grounds, campus safety, bookstore, and food service auxiliary enterprises. The Vice President works closely with the President and other Vice Presidents to ensure a coordinated and cohesive organization.

ESSENTIAL JOB FUNCTIONS:

The College President delegates authority to the Vice President for Administrative Services/Treasurer to carry out the following responsibilities:

- Plan, organize and administer, consistent with the philosophy, mission and goals of the College, the following financial and operational functions:
 - Accounting
 - Financial Forecasting and Planning
 - Informational Technology
 - Human Resources
 - Buildings and Grounds
 - Purchasing
 - Campus Safety
 - Bookstore and Food Service Auxiliary Enterprises
 - Institutional Research and Planning
- Plan, maximize and maintain the College investment program.
- Serve as College Treasurer for the Board of Trustees.
- Provide leadership for administering the insurance program of the College.
- Supervise internal and external financial audits of the College.
- Maintain liaison with the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois State Board of Education and other state and federal agencies related to financial matters.
- Coordinate the preparation and implementation of the Annual College budget.
- Share in the development and review of the policies to be recommended by the President to the Board of Trustees.
- Supervise the negotiation and administration of the collective bargaining agreement with the Staff Council.
- Establish and direct the implementation of systematic procedures for operation, maintenance, inventory, and replacement of College property.

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/TREASURER - Page 2

ESSENTIAL JOB FUNCTIONS:

- Prepare major annual operational, state and federal financial reports and oversee the development of the monthly Trustee financial reports.
- Work closely with the Executive Director of the Friends of McHenry County Foundation on all financial matters pertaining to the Foundation.
- Represent the College at designated governmental, professional and community organizations.
- Assume other responsibilities as delegated or assigned by the President.
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Perform any other duties assigned or delegated by the Board of Trustees.
- Additional duties as assigned by the President.

SUPERVISION: Reports directly to the President. Supervises Assistant Vice President of Building and Grounds, Assistant Vice President of Finance, Assistant Vice President of Human Resources, Assistant Vice President of Information Technology and Director of Campus Safety and Security.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree in Business, Management, Accounting or a related field.

EXPERIENCE: Distinguished record of administrative service with a minimum of seven years of progressive responsible administrative experience in a complex educational organization with at least five years of experience in one or more of the functions reporting to this position.

SKILLS AND ABILITIES:

- Bondable
- Belief and experience in participatory management
- Strong written and oral communication skills
- Superior interpersonal skills
- Experience in computer-based fiscal planning and analysis
- Ability to think creatively, strategically and proactively

Appointment of Replacement
Director of Campus Safety and Security

Information:

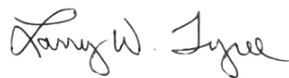
The appointment of Harriet Johnson to the position of Instructor of Criminal Justice, effective August 19, 2009, created a vacancy for the full-time administrative position of Director of Campus Safety and Security. Michael Clesceri has been recommended to fill this position. Mr. Clesceri has a Bachelor of Science in Business/Management from University of Phoenix, Phoenix, AZ. His experience is as follows:

- 2006 – Present Security Account Manager/Abbott Laboratories (2008 – Present)
Security Account Manager/British Petroleum (2006 – 2008)
Allied Barton Security Services, Naperville, IL
- 2004 – Present Consultant/Private Investigation
Mike Clesceri and Associates, Cary, IL
- 2004 – 2005 Adjunct Instructor
Everest College, Ontario, CA
- 1999 – 2004 Assistant Chief Investigator
Orange County District Attorney’s Office, Los Angeles, CA
- 1984 – 1999 Police Sergeant/Detective
Tustin Police Department, Tustin, CA

102 applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Michael Clesceri for the administrative position of Director of Campus Safety and Security, effective August 31, 2009, at a salary of \$58,467.60 (based on a 12-month salary of \$70,000.00).



Larry W. Tyree
Interim President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
III	\$56,632.00	\$75,508.00	\$94,384.00	Not Applicable	\$70,000.00	\$60,673.56

POSITION: **DIRECTOR OF CAMPUS SAFETY AND SECURITY**

CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: Responsible for proactively providing 24/7 security of College buildings and grounds, providing a safe environment for the College community, and enforcing all laws and applicable College policies/regulations.

ESSENTIAL JOB FUNCTIONS:

- Train and supervise security staff.
- Work as liaison between local police, state police, county police, and other relevant groups.
- Initiate the investigation of criminal acts on campus, such as conduct prohibited in the Drug-Free Workplace and Violence Policy.
- Work with faculty, students, and staff in the protection and security of the campus, including off-site locations.
- Develop, implement, and disseminate emergency procedures including, fire, tornado, high winds, lightning, bomb threat, civil disturbance, etc.
- Provide First Responder Emergency Care and general first aid, and annually undergo training to maintain skills and certification by best practices.
- Serves as Chairperson for the Safety Committee.
- Develop, implement, and disseminate written safety procedures, policies, and manuals.
- Develop procedures and provide training to assure immediate and appropriate response to disruptive behavior or disorderly conduct.
- Develop procedures and provide guidance in Crisis Management, in conjunction with community resources.
- Control access to college buildings and rooms, including locksmith changes, key access (issuance and retrieval).
- Enforce orders of protection.
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under supervision of the Vice President of Administrative Services/Treasurer.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Associate Degree with emphasis in Criminal Justice/Security or equivalent, Bachelor's Degree preferred.

EXPERIENCE: Three years related experience

CERTIFICATION: Appropriate certification in First Responder

SKILLS AND ABILITIES:

- This individual must possess a thorough knowledge of safety and security practices and procedures and have previous safety and security experience in a supervisory position.
- Responsible, honest, thorough, and possess strong organizational and leadership skills.
- Ability to maintain effective working relationships.
- Ability to work collaboratively with staff and community members.
- Effective communication and written skills.
- Experience working with diverse populations.

This position is subject to bloodborne pathogen legislation.

Employment is subject to a criminal background check.

REVISED: June 2009

Understanding with Crystal Lake Park District for Parking Options

Information:

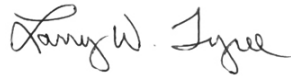
Given that the College will experience a significant increase in enrollment this Fall, MCC has explored various options to mitigate demand for parking. One of the options under consideration is the identification of a temporary off-campus location for employee parking, with transportation provided to and from the College via MCC mini-buses and vans.

Historically, demand for parking is highest during the first few weeks of the semester, and it is anticipated that an off-site parking location would only be needed on a short-term basis. Furthermore, enrollment data clearly indicates that the off-site employee parking would only be needed Monday-Thursday, between 7:00 a.m. and 6:00 p.m.

The Crystal Lake Park District has tentatively agreed to allow College employees to park in one of the parking lots at Lippold Park in Crystal Lake. The Park District is currently drafting an agreement with the College to allow use of its parking facilities.

Recommendation:

It is recommended that the Board of Trustees authorizes the Interim President and Board Chair to execute an agreement, subject to review by the Board's attorney, with the Crystal Lake Park District to allow for employee parking on a temporary basis at Lippold Park.

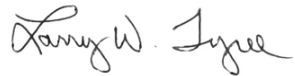


Larry W. Tyree
Interim President

Retirement

Information:

Janet Conerty, Accounting Assistant/Payroll, has submitted her retirement effective October 31, 2009.
(See reverse side.)

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

JANET S. CONERTY

August 12, 2009

Mr. Todd McDonald
Assistant Vice President of Finance
McHenry County College
8900 U.S. Highway 14
Crystal Lake, IL 60012

Dear Todd:

This letter is to inform you of my intention to retire from McHenry County College on October 31, 2009.

Sincerely,


Jan Conerty

cc: Angelina Castillo, Human Resources