

**BOARD OF TRUSTEES**  
**McHENRY COUNTY COLLEGE DISTRICT #528**

September 3, 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. AFFIRMATION OF BOARD REPORTS #09-231 AND #09-232
5. TEMPORARY SUSPENSION OF BIDDING POLICIES AND PROCEDURES
6. AUTHORIZATION OF CONTRACT TO IMPROVE PARKING LOTS
7. DISCUSSION OF PERSONNEL ISSUES
8. DESIGNATION OF ADMINISTRATIVE POSITION
9. CLOSED SESSION
10. OPEN FOR BOARD MEMBERS
11. ADJOURNMENT



George Lowe  
Chair

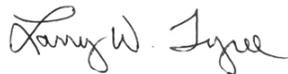
Affirmation of Board Reports #09-231 and #09-232

Information:

Given that the demand for parking at the College was higher than expected during the first week of classes, and enrollment increased throughout the week, Board Report #09-231, Temporary Suspension of Bidding Policies and Procedures, and Board Report #09-232, Authorization of Contract to Improve Parking Lots, were added to the agenda of the August 27, 2009 Regular Meeting of the Board of Trustees on an emergency basis. The two items were required in order to authorize a contract with SSR Services, Inc. to sealcoat and restripe existing asphalt paved surfaces in lots A, B, C, D, and E, and to black out and restripe parking spaces in lot F.

Recommendation:

Given that Board Reports #09-231 and #09-232 were added to the agenda of the August 27, 2009 Regular Board meeting on an emergency basis, it is recommended that the Board of Trustees affirms Board Reports #09-231 and #09-232.



Larry W. Tyree  
Interim President

Temporary Suspension of Bidding Policies and Procedures

Information:

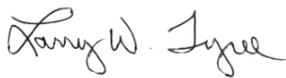
The demand for parking during the first two weeks of the semester has been significantly higher than expected. Students have been required to park in overflow parking areas throughout the week, and at times there have been between 200-300 cars on campus parked in the grass and along Ring Road. While traffic in the parking lots has been well controlled, the College currently is relying on off-duty police officers and private security officers to facilitate the flow of traffic. Furthermore, approximately 40 employees are parking at Lippold Park and using the employee shuttle on a daily basis. Neither of these were intended to be long-term solutions; therefore, the College recommends that the parking lots be restriped to create more narrow parking spaces (from 9' to 8'6" wide) to accommodate more spaces in the existing parking lots.

Last week, the College requested quotes from multiple companies that specialize in sealcoating and parking lot restriping. At the August 27, 2009 Regular Board Meeting, the Board authorized a contract with SSR Services, Inc. to sealcoat and restripe the existing asphalt parking surfaces in lots A, B, C, D, and E, and to restripe lot F. However, SSR Services, Inc. has withdrawn their proposal.

As a result, the College requested additional quotes from other firms with a revised timeline. All quotes exceed \$10,000, which is the threshold established in the *MCC Employee Handbook of Purchasing and Payment Policies and Procedures* at which formal bids are required.

Recommendation:

It is recommended that the Board of Trustees temporarily suspends bidding policies and procedures on an emergency basis for the specific purpose of approving Board Report #09-235, Authorization of Contract to Improve Parking Lots. The College will continue to act in accordance with applicable provisions of the *Illinois Public Community College Act*.



Larry W. Tyree  
Interim President

Authorization of Contract to Improve Parking Lots

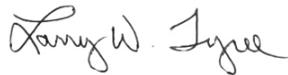
Information:

At the August 27, 2009 Regular Board meeting, the Board of Trustees approved a contract with SSR Services, Inc. to sealcoat existing asphalt paved parking surfaces in lots A, B, C, D, and E, and restripe the College's parking lots to create parking stalls 8'6" in width. Due to unforeseen circumstances, SSR Services, Inc. has withdrawn their proposal.

The College has subsequently worked with the firm which submitted the next lowest proposal, Parking Lot Services Maintenance Company, to submit a revised quote to black out all existing parking stalls, sealcoat all existing asphalt paved parking surfaces in lots A, B, C, and D, and to restripe all parking stalls and move all parking blocks in all lots to create parking spaces that are 8'6" in width. It is projected that this will add between 100-130 total spaces to the existing lots.

Recommendation:

It is recommended that the Board of Trustees approves the contract as described above with Parking Lot Services Maintenance Company, Woodstock, IL for \$49,300.00.



Larry W. Tyree  
Interim President

Agreement with Patrick Engineering  
for Engineering Services Associated with Constructing a Gravel Surfaced Parking Lot

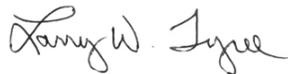
Information:

At the August 27, 2009 Regular Board meeting, the Board requested that the College explore the feasibility of the construction of a gravel surfaced parking lot. College staff have since had preliminary conversations with the College's legal counsel, the City of Crystal Lake, and Patrick Engineering, Inc.

Patrick Engineering, Inc. completed a significant amount of work associated with stormwater management and site engineering in 2007. Furthermore, the firm has experience working with the City of Crystal Lake, particularly in relation to the City's Watershed Ordinance.

Recommendation:

It is recommended that the Board of Trustees authorizes Patrick Engineering, Inc., Lisle, IL for engineering services associated with the construction of a gravel surfaced parking lot, for a total cost not to exceed \$20,000.00.



Larry W. Tyree  
Interim President

Designation of Administrative Position  
Vice President for Institutional Effectiveness

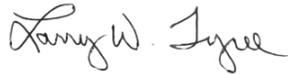
Information:

As part of the Academic and Student Services reorganization, Kathleen Plinske's position title was revised to Associate Vice President for Institutional Effectiveness. Due to the resignation and retirements of several senior administrators, Dr. Plinske's responsibilities have increased significantly.

All other administrative positions that report directly to the President and are members of the Executive Council are at the level of vice president. Given the scope of responsibilities associated with Dr. Plinske's position, a revision to her title is recommended to that of Vice President for Institutional Effectiveness.

Recommendation:

It is recommended that the Board of Trustees approves the title revision for Dr. Plinske as stated above. There will be no change in Dr. Plinske's salary or benefits.



Larry W. Tyree  
Interim President