

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 27, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:00 p.m. When Secretary Walters called the roll, the following were present:

Mr. Sheriff
Mr. Lowe
Mr. Parrish
Ms. Larson
Dr. DeWitt
Mr. Adams
Ms. Miller
Ms. Walters

Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

MISSION STATEMENT

Mr. Sheriff read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Dr. Smith noted that Board Report #11-15 was amended to reflect changes concerning third-party contracts. It was noted that item #21, Terminations, will need no action.

ACCEPTANCE OF MINUTES

The minutes of the Tax Levy Meeting, December 16, 2010, and the Regular Board Meeting, December 16, 2010, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

Finance Committee

Ms. Walters reported on the January 24, 2011 Finance Committee meeting.

Facilities Planning Committee

Ms. Larson reported on the January 25, 2011 Facilities Planning Committee meeting.

ICCTA REPORT

Mr. Lowe noted that the next ICCTA meeting will be held in conjunction with the ACCT National Legislative Summit in Washington, DC in February.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that the first class of 178 Promise students will be acknowledged and honored at the graduation ceremony in May. He noted that students in this class have an average GPA of 3.15. He saluted the staff for their work in obtaining a \$30,000.00 adult literacy grant.

PRESIDENT'S REPORT/PRESENTATION

Dr. Smith reported that much time has been spent in the last month and a half rethinking the implementation of continuous improvement. Three AQIP project areas have been selected: student success, planning for employee effectiveness and success, and planning and measuring institutional effectiveness.

Dr. Smith then spoke about Faculty Workshop Day on January 13, 2011; the keynote presentation on academic freedom and intellectual property was extremely interesting.

Dr. Smith announced that the College's United Way campaign raised \$8,265.00; and was awarded the "Special Thanks Award" for the outstanding increase in employee per capita giving. In Student Affairs news, \$7.2 million in student aid was awarded this year. Service Learning is being integrated into the curriculum, and students have completed 4,000 volunteer hours. There are over 100 volunteers in the Adult Volunteer Literacy program; Trustee Larson is working with a student in Harvard. The Center for Corporate Training has signed an annual final report for the employee training investment program. Dr. Smith added that for the past seven years, the College has been involved in training manufacturing

workers in the county, and during that time, more than \$2,000,000.00 in funding has been received for worker training.

Dr. Smith spoke about building upon the ideas she had shared with faculty and staff on Faculty Workshop Day. She believes that plans must be in place which must then be implemented to move the College forward, setting criteria for the use of human, physical and fiscal resources.

Dr. Smith created the Master Plan Topography to explain where the College is going and how it will get there.

The first chart begins with the College's Mission and Vision, Strategic Plan and the President's Goals and Objectives. From that, the Educational Master Plan is developed, creating the core from which the other plans will be built.

Dr. Smith spoke about the Facilities Master Plan, the Technology Plan and the Capital Improvement Renovation Plan. Components of these plans will be determined by administration and staff based on the results of the Facility Condition Analysis. From the Facilities Master Plan will come the Campus Construction Plan, and the Educational Master Plan will drive the Fiscal Plan. All plans are interconnected and will feed into the Fiscal Plan, which will inform how priorities and projects will be funded. Dr. Smith stated that the AQIP Continuous Improvement Process embraces the Master Plan Topography and all the master plans, informing the College what needs to be improved.

COMMUNICATIONS

A. Faculty Report

Dr. Dow introduced Mr. Bill Brogan, new Criminal Justice instructor. She noted the record number of Learning Communities classes this semester, combining two courses into one offering as a highly effective way of increasing student engagement and retention. A pilot program in Supplemental Instruction will be launched, based on the Student Success Grant from the Illinois Community College Board. Dr. Dow asked the Trustees for feedback on the Early Retirement Incentive policy. Chair Miller responded that the Board has not had a chance to discuss this matter in depth, and that the Board would provide feedback in a few weeks.

B. Adjunct Faculty Report

Ms. Linse reported that the adjunct faculty association is in the process of contract negotiation. She thanked Dr. Smith for making sure that adjunct faculty is included in her decisions.

C. Staff Council Report

Ms. Kallaus announced there was no Staff Council report tonight.

D. Student Trustee Report

Mr. Sheriff reported that the Future Engineers and Scientists Society (FESS) sponsored a trip to Fermilab, and that the Student Senate met for their annual winter retreat.

APPROVAL OF CONSENT AGENDA

Chair Miller asked if any items needed to be removed from the agenda. Mr. Lowe moved to accept the consent agenda minus Board Reports #11-15, ERP System and #11-16, IT Consulting Services. Ms.

Walters seconded the motion. There was no discussion. The roll was called and all present were in favor.

The motion carried.

For Approval

- A. Executive Summary, Board Report #11-1
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #11-2
 - 2. Ratification for Payment of Voucher #1028 - \$2,360,004.17, Board Report #11-3
- C. Requests to Purchase
 - 1. Duplication Equipment and Software Support, Board Report #11-4
 - 2. Employee Service Awards, Board Report #11-5
 - 3. Floor Mats for Main Campus and Shah Center Entrances, Board Report #11-6
 - 4. Microscopes, Board Reports #11-7
 - 5. Radio Equipment and Broadband Narrowing of Existing Equipment, Board Report #11-8
 - 6. Xerox Phaser Printer, Board Report #11-9
- D. Destruction of Recordings of Closed Session Meetings, Board Report #11-10
- E. Administrative Reorganization of Academic Affairs, Board Report #11-11
- F. Personnel
 - 1. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174 Addendum
 - 2. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12
 - 3. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
 - 4. Adult Education Personnel Considerations for Spring 2011, Board Report #11-13
 - 5. Salary/Advanced Placement Adjustments, Board Report #11-14

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Details are included in the items shown below.

ERP SYSTEM, Board Report #11-15

Ms. Walters read the amended text from Board Report #11-15, ERP System: "It is recommended that the Board of Trustees approves Datatel of Fairfax, VA, as the ERP system provider and directs the President, once the contract is finalized and reviewed by the College's attorney, to execute the contract, which includes the scope of work, the third-party contracts, and a "not-to-exceed" figure of \$3,192,731.00." Mr. Lowe moved to approve Board Report #11-15, ERP System, as amended; Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

IT CONSULTING SERVICES, Board Report #11-16

Ms. Larson moved to approve Board Report #11-16, IT Consulting Services, and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

INFORMATION REPORTS

- A. Quarterly Report on Grants
- B. Quarterly Accrued Financial Statements
- C. Revision of Agreement with Capella University
- D. Distributed Press Releases

Chair Miller thanked the Accounting Department for providing the Quarterly Accrued Financial Statements.

SUMMARY COMMENTS BY BOARD MEMBERS

Dr. Smith was asked by Ms. Barbara Johnson from Centegra Health System for a letter of support from the Board or from Dr. Smith to support building a facility in Huntley. Discussion ensued, and it was decided that Trustees may send individual letters of support.

FUTURE AGENDA ITEMS

Mr. Lowe noted that when there is noise in the hallway during a Board meeting a sign is needed with the following wording: "Meeting is Open, Please Come In" so that the door may be closed. Ms. Kriegermeier will follow up on this request.

CLOSED SESSION

No Closed Session was held.

TERMINATIONS

No action was taken.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting December 16, 2010

Copies of the Closed Session minutes were distributed and collected after review. The minutes were accepted as presented.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 7:39 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary