

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Monday, April 25, 2011, in the Board Room, Room A217, of Building A on the Campus. In Vice Chair DeWitt's absence, Chair Miller called the meeting to order at 5:40 p.m.

When Ms. Larson called the roll in Secretary Walters' absence, the following were present:

Mr. Sheriff
Mr. Lowe
Ms. Larson
Ms. Miller
Mr. Adams

Ms. Walters, Mr. Parrish and Dr. DeWitt were absent. Attorney Daniel Curran was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the February 21, 2010 Committee of the Whole meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

REVIEW OF BOARD PACKET FOR APRIL 27, 2011 REGULAR BOARD MEETING

Ms. Larson had a question about Board Report #11-81, 3D Studio Max Entertainment and Creation Suite Software; Dr. Miksa explained that the College currently has 25 seats and is expanding to 50 seats.

Mr. Lowe asked for an accounting of how much money is owed on the Gilger property purchase, what is owed and remaining to be received on the Shah Center and how much money is owed on the ERP system.

A report will be prepared for the April 27 Board meeting.

Mr. Adams questioned the cost to rent space at McHenry West High School; Mr. West stated he has reviewed contracts with Mr. Clute, and then deferred to Ms. Koehler, who responded that Adult

Education continually looks for ways to lower the cost of space rental and would like to schedule these classes at the Shah Center or Woodstock Center but that scheduling has not worked out to do so.

Ms. Miller commented that the price obtained on scanners was extremely good and added the scanners were of very high quality.

PRESENTATIONS

McHenry County College's Completion Agenda, Dr. Tony Miksa, Vice President of Academic and Student Affairs

Dr. Miksa stated that best practices in student education and developmental education were reviewed, and subgroups of campus shared governance will report on two topics.

- A. Retention, Mr. Paul Stahmann, Instructor of Geography and Earth Science
- B. Developmental Education, Ms. Cynthia Letteri, Reference Librarian

Mr. Stahmann spoke about the team effort conducted, working with Dr. Miksa and the Curriculum and Academic Policy Council (CAPC). The CAPC standing committee Curriculum Promotion and Renewal reviewed Dr. Smith's goals and compiled a literature review. Mr. Stahmann stated that best practices toward certificates and degrees included marketing the College as a comprehensive institution, getting students to enter a program of study as soon as possible, looking at the ratio of adjunct to full-time instructors, offering academic tutoring, creating college awareness among high school students, ensuring academic preparedness for high school students, and offering Learning Community cohorts. Mr. Stahmann then turned the presentation over to Ms. Letteri.

Ms. Letteri stated that developmental education is sometimes referred to as remedial education. Research reiterated what the Retention group found, that the ultimate goal for both groups was student success. The goal is to increase the number of students completing a degree or certificate. It was found that the sooner students are enrolled in a program of study the more successful they will be. Ms. Letteri spoke about the assistance available to students, noting that the Sage Learning Center works with Supplemental Instruction to achieve student success. Advisors can track students' progress toward a certificate or degree using software programs that will help with program explanations and what students need for transfer. Student checkups are conducted to ensure they are doing well. When developmental education courses

are completed, there must be more continuity into credit courses. More and more Learning Communities are being developed, which ties coursework together.

Mr. Stahmann finished the presentation, commenting on three important things under best practices: 1) student involvement and social integration with campus activities, 2) peer counseling, and 3) out of class contact with faculty. Comments and questions from the Trustees followed.

CLOSED SESSION

At 6:36 p.m., Mr. Sheriff moved to go into closed session under Open Meetings Act, 120/2(c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*, and 120/2(c) Exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Mr. Lowe seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried. Closed Session began at 6:38 p.m.

At 7:01 p.m., Mr. Lowe moved to come out of Closed Session and Ms. Larson seconded the motion. There was no discussion. A voice vote was taken and all present were in favor. The motion carried. Closed Session ended at 7:02 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES – February 21, 2011

The minutes of the February 21, 2011 Committee of the Whole meeting, Closed Session, were accepted as presented.

FUTURE AGENDA ITEMS

No items were proposed.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

ADJOURNMENT

Hearing no further business, Ms. Miller adjourned the meeting at 7:03 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary