

MINUTES
REGULAR BOARD MEETING
OF McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 26, 2010, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:02 p.m. When Secretary Kurtz called the roll, the following were present:

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

Attorney Joseph Perkoski was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Sheriff read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Discussion ensued regarding the acceptance of two sets of minutes: Special Board Meeting, July 2, 2010 and Regular Board Meeting, July 22, 2010. The minutes were handled one at a time. Ms. Walters moved to accept the minutes of the July 2, 2010 Special Board Meeting; Ms. Larson seconded the motion. The roll was called. Mr. Parrish and Mr. Lowe voted no; Ms. Walters, Ms. Kurtz, Mr. Sheriff, Ms. Larson, Dr. DeWitt and Ms. Miller voted yes. The motion carried and the minutes of the July 2 Special Board Meeting were accepted. The minutes of the July 22, 2010 Regular Board Meeting were then accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

Committee of the Whole

Dr. DeWitt reported that the primary activity of the Committee of the Whole meeting, after discussing the August 26, 2010 Board Packet, was the appointment of Ms. Walters as Chair of the Finance and Audit Committee. Ms. Walters thanked Dr. DeWitt.

ICCTA REPORT

Mr. Lowe reported that the next ICCTA meeting will be held September 10 and 11, 2010.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish spoke about the preparation of the new Foundation Policy Manual and Foundation By-laws which are currently in draft form. He reported that almost 400 donations to the MCC Promise Program, averaging \$1,000.00 each, have been received, for a total of \$500,000.00. He stated that the Golf Outing and Shoe Ball were both profitable events. Mr. Parrish announced that 175 students are eligible for the fall semester of the MCC Promise Program, a considerable reduction from last year's number. The Foundation Board has decided to continue the 2.5 GPA and 16 hours of community service requirements through the spring. Mr. Parrish asked whether another Trustee could attend the October Foundation Board meeting in his place; Ms. Miller volunteered to attend.

PRESIDENT'S REPORT

Dr. Smith announced that the semester has gone very smoothly due to the hard work of the staff, who worked over the summer to put everything in place. Parking was not a problem and registration lines were short. She spoke about the opening day event on August 19 and has been welcomed very graciously by all. She spoke about the welcome receptions held for business leaders and community members and complimented Chef Thomas and the culinary program students for the delicious food they prepared. Dr. Smith informed the Board that Fox News Chicago visited the campus on August 25 to cover a story about increasing community college enrollment. The segment is scheduled to be aired Tuesday, August 31 on the 9:00 p.m. evening news. Christina Haggerty and her staff pulled the event together very well. Dr. Smith has met with many groups and individuals during her first week and a half at the College.

PRESENTATION

Career Services at MCC, Mr. Frank Lanko, Coordinator of Career Services

Mr. Lanko spoke about the services offered to students and community members. He stated that the local unemployment rate has been a factor in the increase in services requested. The Career Services department offers job postings, recruiting events, one-on-one career advising, workshops, a job fair, assistance with resumé writing, job search assistance, and interview preparation. He spoke of a free online job board that is available to students and alumni through the College Central Network. He added that MCC's Job Journal, available at <http://www.mchenry.edu/downloads/pdf/jobjournal.pdf> is a popular service. It is a monthly bulletin featuring a sample of positions available through the College Central Network. He spoke about the March 22, 2010 Job Fair, attended by 550 job seekers. The fair focused on manufacturing and distribution positions. He provided statistics: this year Career Services held 322 one-on-one appointments, registered 209 employers, posted 294 job opportunities, and gave 43 presentations in classrooms and organization meetings. Mr. Lanko stated that compared with figures for July and August last year, there has been a 36% increase in appointments and a 175% increase in the number of students using the service. Mr. Lanko then answered questions and received comments from the Board.

COMMUNICATIONS

Student Trustee Report

Mr. Sheriff reported that the final student orientation session was held July 28; 1,262 students participated in orientations over the summer and 180 students participated in online orientations. He shared that Student Senate participated in a demonstration of email systems - Google Mail and Microsoft Life. Student testing is scheduled to continue through August and into September before a system is chosen. Mr. Sheriff spoke about the recent Experience MCC event where students learned about MCC's technology, success strategies, and faculty expectations.

Faculty Report

Dr. Dow reported on faculty participation in community service projects over the summer, during which time faculty members packed meals to be sent to Haiti, participated in a therapy dog reading program,

coached a t-ball team, played jazz trombone, created ceramic tiles at Camp Courage, assisted students in the Game Club, held a math retreat and attended the IEA convention as a delegate. Dr. Dow stated that MCC was named a “military friendly school” for 2011 by GIJobs magazine, placing the College in the top 15% of all colleges, universities and trade schools in the nation. She spoke about a proposed parental leave policy and asked the Trustees to consider such a policy.

Adjunct Faculty Report

Mr. Campbell stated that the Adjunct Faculty Association is working to finalize details for payroll deductions for dues to begin in the fall. The election process is being finalized, filling a vacancy in the executive committee. The Negotiating Committee hopes to open negotiations in the next few weeks. The association’s website is available at www.mccaafa.wordpress.com. He looks forward to a vote on the Memorandum of Agreement regarding double section pay for adjunct faculty members.

Staff Council Report

Ms. Kivisto welcomed Dr. Smith on behalf of the Staff Council, and is looking forward to leadership and stability. She reported that a silent auction held by the Staff Council in July raised \$200.00 for scholarships. A food drive resulted in 140 pounds of food donated to the Crystal Lake Food Pantry. In addition, the Staff Council donated \$200.00 each to the Crystal Lake Food Pantry, the Woodstock Food Pantry, and the FISH Pantry of McHenry. Ms. Kivisto added that the Welcome Week picnic, sponsored by Staff Council, the Faculty Association and Professional Development, served 1,100 people.

APPROVAL OF CONSENT AGENDA

Ms. Walters moved to approve the Consent Agenda; Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

For Approval

- A. Financial Statements
 1. Treasurer’s Report, Board Report #10-165
 2. Ratification of Payment for Voucher #1023 - \$2,038,867.48, Board Report #10-166
- B. Requests to Purchase/Approve/Renew
 1. Cash Registers for Bookstore Point of Sale System, Board Report #10-112, Amended
 2. Illinois Community College Trustee Association Membership, Board Report #10-150, Postponed/Amended
 3. Altiris Annual Software Maintenance, Board Report #10-167

4. Annual Telecommunications Systems Maintenance Agreement, Board Report #10-168
 5. AutoCAD Software, Board Report #10-169
 6. Culinary Management Open Purchase Orders, Board Report #10-170
 7. NILRC Telecourse Enrollment Fees, Board Report #10-171
 8. Parking Lot B Expansion, Board Report #10-172
 9. Replacement Apple Server and RAID Storage, Board Report #10-173
- C. Personnel
1. Personnel Adjustments for Summer 2010 Transfer and Occupational Courses, Board Report #10-93, Addendum
 2. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174
 3. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175
 4. Approval of New Position, Supervisor, Custodial Third-Shift, Board Report #10-176
 5. Appointment of New Records Specialist, Board Report #10-177
 6. Appointment Replacement Student Development Advisor, Board Report #10-178
 7. Appointment of Temporary Counselor, First Year Experience and Careers, Board Report #10-179
 8. Ratification of Hires, Board Report #10-180
 9. Salary/Advanced Placement Adjustments, Board Report #10-181

APPROVAL OF MEMORANDUM OF AGREEMENT, BOARD REPORT #10-182

Ms. Larson moved to approve the Memorandum of Agreement; Ms. Walters seconded the motion.

During discussion, Ms. Larson inquired about the approval process; Dr. Miksa responded that this is the same process used for full-time faculty. Ms. Kurtz asked whether this was fair and equitable for all; Dr. Miksa responded again that the adjunct and full-time process is exactly the same. Mr. Lowe inquired whether this Memorandum of Agreement would run concurrent with the current contract. Dr. Miksa responded that this point would be addressed during the next contract negotiations. Mr. Lowe stated that it should run concurrent with the current contract and all should be renegotiated for the next contract. Mr. Perkoski suggested adding a sunset clause that the Memorandum of Agreement will expire with the current contract. Mr. Lowe moved to amend the original motion to state that the Memorandum of Agreement will sunset with the date of the current contract and must be negotiated into the next contract. Ms. Walters seconded the motion to amend. There was no discussion. The roll was called for the motion to amend; all were in favor. The roll was then called for the original motion as amended; all were in favor and the motion carried.

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Action was not necessary as no items were removed from the Consent Agenda.

TERMINATION

There was no discussion.

INFORMATION REPORTS

- A. Resignation
- B. Resignation
- C. Resignation
- D. Distributed Press Releases

SUMMARY COMMENTS BY BOARD MEMBERS

Discussion ensued regarding the timing of the Committee of the Whole and Regular Board meetings; the start time of the Committee of the Whole meeting should be adjusted so that the Board meeting follows immediately.

FUTURE AGENDA ITEMS

Ms. Kurtz asked that discussion of a Board Retreat be placed on the next agenda. Ms. Larson spoke about Board discussion of the Faculty Association's parental leave proposal. Mr. Perkoski stated that the Policy Committee could discuss this item. Dr. Miksa and Dr. Smith will work with Human Resources, listen to options, and provide information to the Policy Committee for discussion. The Policy Committee would then decide whether to bring the item to the Regular Board Meeting. Ms. Kurtz asked that the Board give consideration to the Faculty Association's parental leave proposal and emphasized that a procedure must be in place.

CLOSED SESSION

Chair Miller announced that the Board would go into Closed Session to discuss items covered under the Illinois Open Meetings Act, exceptions 2(c)1 (employee performance), 2(c)11 (litigation pending and probable) and 2(c)21 (review of closed session minutes). At 8:00 p.m., Mr. Lowe moved to go into Closed Session for the exceptions cited and Ms. Walters seconded the motion. There was no discussion.

The roll was called and all were in favor. The motion carried. Chair Miller announced that a break would be taken until 8:05 p.m., at which time Closed Session would begin.

At 9:00 p.m., Ms. Walters moved to come out of Closed Session and Dr. DeWitt seconded the motion.

There was no discussion; a voice vote was taken and all were in favor, the motion carried. Closed Session ended at 9:00 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Minutes of the Special Board Meeting, June 21, 2010, Closed Session and minutes of the Regular Board Meeting, June 24, 2010, Closed Session, were accepted as presented.

Ms. Larson thanked Mr. Manke for obtaining information from the Illinois Community College Trustees Association (ICCTA) and providing a report to the Board on what ICCTA does for the College.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:01 p.m.

Patricia Kriegermeier, Recording Secretary

Donna Kurtz, Board Secretary