

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, October 28, 2010, 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 Mr. Sheriff called the roll in Secretary Kurtz's absence, the following were present:

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

Attorney Joseph Perkoski was present as legal counsel. Mr. Parrish was absent at roll call and arrived at 7:28 p.m.; Ms. Kurtz was absent at roll call and arrived at 8:40 p.m.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Sheriff read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, September 23, 2010 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. James Campbell signed in to address the Board. He provided a report from the Adjunct Faculty Association after the Board Committee Reports.

BOARD COMMITTEE REPORTS

Dr. DeWitt reported on the October 25, 2010 Committee of the Whole meeting. Ms. Larson reported on

the October 26, 2010 Planning Committee meeting. Ms. Walters reported on the October 25, 2010 Finance and Audit Committee meeting.

ICCTA REPORT

Mr. Lowe was unable to attend the last meeting in Springfield; there were no discussions at the ACCT National Congress in October. He has finished his term on the ACCT Board for our region.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Lowe asked Mr. Brennan to report. The Foundation has recently completed a successful annual audit and minor corrections will be completed next week. The Promise program is going well; mid-term reminders will be sent to all students today. Mr. Brennan reported that all bills are paid from spring semester and the Promise program is on solid financial ground. Annual sponsorships are going well, and have reached 80% of this year's goal. Alumni Awards will be presented tonight. A new scholarship for the American Association of Women in Community Colleges begins immediately. Mr. Brennan spoke about the upcoming Taste of McHenry County event and asked all who would like to volunteer to contact him. Twenty-four restaurants are currently participating and the event will feature a chefs' competition for the students in the Culinary Management program.

PRESIDENT'S REPORT

Dr. Smith provided a copy of her report to the Trustees. A team of seven was sent to the AQIP Strategy Forum. The team worked closely with three other institutions – Fort Hays State, North Dakota State and Kent State, to reaffirm the AQIP continuous improvement process. Dr. Smith reported that priority registration began on Monday and went very smoothly, with over 2,000 students registering Monday through Wednesday. Students who have attained 45 or more credit hours may register today. The process has been fine-tuned to serve the students; 90% of the students surveyed reported being very pleased with the registration process and the short waiting lines. Dr. Smith offered kudos to the operations staff for their efforts. The Financial Aid department has processed an increase of 15% total FAFSA forms and reports a 16% increase in new students. Dr. Smith continued her report by speaking about the Forensics Team awards and a Banned Books Week event in the library.

PRESENTATIONS

Dr. Miksa introduced Dr. Thomas Takayama, Executive Dean of Humanities, and Mr. Matt Irie, Instructor of Art. Mr. Bill Neef provided an overview of the *Voices* publication that has been published for fifteen years, to showcase the extraordinary talents of McHenry County College faculty and students. Dr. Amy Ortiz spoke about the platform that celebrates the artistic achievements of humanities students, serving to advertise humanities programs. Dr. Takayama shared that the publication has won several awards, competing with Ivy League schools. Dr. Paige Lush spoke about *Voices*' internet presence, the web link, Facebook presence, online version and downloadable PDF files. This year *Voices* contained video for the first time. Mr. Irie spoke about next steps for *Voices*. As new chair, he plans to have same-year collecting of submittals of work to be published at the end of the school year, so the publication will not have to be sent to students who may have left the College. He plans on more student involvement in submitting, layout and design and is working with computer classes for student involvement. He would like to focus on a larger print quantity. Currently, 500-700 copies are printed. Mr. Irie expressed his opinion that the publication could be used as a marketing tool in recruiting high school art students, and is looking for more creative ways to fund the publication. Ms. Laura Power spoke about the student editors' work. They are responsible for the content of the book. When they do not agree on inclusion, they fight to get a piece published, using academic and theoretical problem solving from the classroom in real life. Ms. Arabella Anderson, literary student editor, read aloud her submission entitled "No Trespassing" from this year's edition. Mr. Irie announced that submissions are currently being accepted for *Voices* 2011, with a December deadline. He hopes to release the 2011 edition in May.

COMMUNICATIONS

A. Student Trustee Report

Mr. Sheriff reported that Student Advisory Council met to discuss smoking bans, public transportation, bookstore and food service prices. Four meetings are held each year, each narrowed down to one topic. On September 27, an "Ask Cody Anything" session was held with students and many issues were

addressed. Mr. Sheriff stated that Student Senate now contains 25 senators. Events are planned to address domestic violence, mental health, and non-discrimination.

B. Faculty Report

Dr. Dow introduced Ms. Ellen Zimmerman, interim counselor. She provided an update on faculty activities. Mr. Irie exhibited in ArtPrize 2010 in Grand Rapids, Michigan. He and Mr. Arctander will exhibit at Waubensee Community College. Mr. Vician started a student Clay Club. The Counseling Center has been restructured, featuring more scheduling access and face-to-face appointment time. Career-oriented seminars are being developed, working with the Office of Marketing and Public Relations to update the website with self-help and career information links. Dr. Dow surveyed the faculty for their opinion of the campus public safety transition to a police department. She reported that most are in favor. She announced that flyers for spring Learning Communities classes are out, and the flyers have proved to be highly effective for engaging and retaining students.

C. Adjunct Faculty Report

Mr. Campbell reported that negotiations began today with a fruitful first session, and that payroll deductions are still in process.

D. Staff Council Report

Ms. Kivisto reported that she and Ms. Kallaus attended the recent IFT convention, and found it to be a rewarding and educational experience. She announced that applications are being accepted for the Staff Council scholarship which provides \$500.00 for the Spring 2011 semester. Students taking six credit hours, maintaining a 2.5 GPA, demonstrating financial need and participating in outside activities are encouraged to apply. Priority is given to students not receiving other financial aid and applications are due November 12 to the Financial Aid Office.

APPROVAL OF CONSENT AGENDA

Ms. Miller asked that item H. 8., New and Eliminated Position, Board Report #10-219 be removed from the consent agenda. Ms. Walters asked that item C.4., Reconstruction of the Loading Dock Leveler, Board Report #10-207, Revised be removed from the consent agenda. Mr. Lowe moved to approve the

consent agenda minus item H. 8., New and Eliminated Position, Board Report #10-219 and item C.4.,

Reconstruction of the Loading Dock Leveler, Board Report #10-207, Revised . Mr. Sheriff 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 #10-203
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #10-204
 - 2. Ratification of Payment for Voucher #1025 - \$2,031,510.89, Board Report #10-205
- C. Requests to Purchase/Renew
 - 1. UpToDate Database Subscription, Board Report #10-197, Amended
 - 2. ANGEL Learning Management System Products and Services, Board Report #10-206
 - 3. Continuing and Professional Education Programs, Board Report #10-158, Amended
 - 4. Reconstruction of the Loading Dock Leveler, Board Report #10-207, Revised
 - 5. Request for Proposals (Legal Services), Board Report #10-208
 - 6. Safety Warning Track Installations – Baseball and Softball Fields, Board Report #10-209
 - 7. SirsiDynix Annual Software Maintenance Agreement, Board Report #10-210
 - 8. Reconstruction of the Loading Dock Leveler, Board Report #10-225
- D. Certification of Chargeback Reimbursement, Board Report #10-211
- E. Out-of-District and Out-of-State Tuition and Fees, Board Report #10-212
- F. McHenry County College Alumni Awards, Board Report #10-213
- G. Legal Services, Board Report #10-214
- H. Personnel
 - 1. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
 - 2. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174, Addendum
 - 3. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175, Addendum
 - 4. Appointment of Supervisor, Custodial Third Shift, Board Report #10-215
 - 5. Appointment of New Academic/Transition Advisor, Board Report #10-216
 - 6. Appointment of Replacement Web Content Specialist, Board Report #10-217
 - 7. Appointment of Replacement Network Technician, Board Report #10-218
 - 8. New and Eliminated Position, Board Report #10-219
 - 9. Extension of Appointment, Interim Treasurer, Board Report #10-220
 - a. Salary/Advanced Placement Adjustments, Board Report #10-221

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Walters spoke about Board Report #10-207, Revised, citing a vendor involved in litigation with schools in northern Illinois, and asked that Trustees be informed about selected vendors by researching firms. Ms. Walters asked Mr. Perkoski to clarify regarding the lowest bidder. Mr. Perkoski responded that the amount for this report falls below the bid statute level, which means that the Board has discretion not to use the bid process. As the College chose to use that process, it can do so according to its own

rules and policies. Mr. Perkoski spoke about his understanding of the first Board Report, which would extinguish the bid process, and a second Board Report, which facilitates contracting with another company. He stated that the amount of the project falls below the Community College Act level, and the Board has discretion to handle this item according to College policies and practices.

Mr. Lowe then moved to approve item C. 4., Reconstruction of the Loading Dock Leveler, Board Report #10-207, Revised. Ms. Larson seconded the motion. When Mr. Sheriff called the roll, all present were in favor. The motion carried.

Discussion ensued regarding item H. 8., New and Eliminated Position, Board Report #10-219. The wording in the recommendation should read: "It is recommended that the Board of Trustees approves the elimination of the part-time Conference Center Assistant position and create a new full-time Conference Center and Facilities Rental Assistant position at Salary Range 5, minimum \$12.93 per hour/ maximum \$23.92 per hour." Ms. Larson moved to approve item H. 8., New and Eliminated Position, Board Report #10-219, as amended. Dr. DeWitt seconded the motion. When Mr. Sheriff called the roll, all present were in favor. The motion carried.

FOR INFORMATION

- A. Quarterly Reports on Grants
- B. Quarterly Accrued Financial Statements
- C. Distributed Press Releases

FISCAL YEAR 2010 AUDIT AND MANAGEMENT LETTER, Board Report #10-222

Mr. Wilske deferred to Ms. Walters, Chair of the Finance Committee. Ms. Walters stated that the Management Letter was issued. She would like the Finance Department to review it and report back at the next Finance Committee meeting which recommendations should be changed and which were addressed.

Ms. Miller moved to accept Board Report #10-222, Fiscal Year 2010 Audit and Management Letter. Mr. Lowe seconded the motion. The roll was called and all present were in favor; the motion carried.

APPROVAL OF PRESIDENT'S GOALS AND OBJECTIVES, Board Report #10-223

Dr. Smith distributed copies to the Trustees and brief discussion ensued. Dr. DeWitt moved to approve

the President's Goals and Objectives as outlined and Ms. Walters seconded the motion. The roll was called and all present were in favor; the motion carried.

REQUEST TO AUTHORIZE TRANSITION OF MCC CAMPUS PUBLIC SAFETY DEPARTMENT TO A LAW ENFORCEMENT AGENCY, Board Report #10-224

Chair Miller asked if there were any comments. Mr. Sheriff provided results of a recent survey of the student population: 73% of the students surveyed said they would support a campus police department, 11% said they would not support such a department, and 16% said they were not sure.

Discussion followed regarding the cost of a transition to a campus police department; Dr. Smith stated that the cost during the first year would be \$10,000.00 more than was spent last year and in subsequent years, the cost per year would be \$9,000.00 less. Ms. Walters asked whether all the current safety and security employees would be retained. Dr. Smith responded that since Mr. Clesceri joined the College, he has been moving away from part-time personnel in favor of full-time, trained police personnel. The department will be comprised of three full-time and two part-time employees, and all funds have been budgeted. Ms. Walters asked which employees would be armed; Mr. Clesceri responded that all five officers would be armed. Three officers have been hired and Mr. Clesceri seeks to recruit two officers in the next several months. Ms. Walters announced that she would recuse herself from the vote as she has a personal connection to Mr. Brogan. Dr. Smith announced that the vehicles to be purchased are regular vehicles. Ms. Walters spoke about the use of swipe cards to know who is in the building, and asked that this issue be addressed in the near future. Mr. Sheriff inquired about community access to the library if there is swipe card access. Mr. Parrish asked whether other law enforcement groups have been consulted regarding this change. Dr. Smith responded that she had met with the Crystal Lake Police Department to discuss the matter. As the student population is growing larger, it was felt that it was time to make the change. Mr. Parrish expressed his concern about the risks and responsibilities of running a campus police department, and asked that the Board of Trustees wait another month to allow additional discussion and consideration of alternative ideas. Ms. Miller asked for a Board consensus, and discussion followed. Dr. DeWitt moved to authorize transition of MCC Campus Public Safety Department to a Law Enforcement

Agency, per Board Report #10-224, and Mr. Sheriff seconded the motion. Discussion followed regarding postponing the vote for a month, collecting further information, technology available, and the report prepared by the National School Safety Center which was presented to the Board of Trustees in May, 2009. The roll was called, and the following Trustees voted in favor:

Mr. Lowe
Ms. Larson
Dr. DeWitt
Mr. Sheriff
Ms. Miller

Mr. Parrish cast a vote of “firmly no,” and Ms. Walters recused herself from the vote. The motion carried.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Larson spoke about the presentations she attended at the recent ACCT National Congress, speaking about a session on midnight classes in several subjects. She has communicated with that college to see how the program is going. She attended a presentation by the Wisconsin Community College System on alternative energy methods. She spoke about a carbon footprint analysis, and suggested that MCC look into an energy analysis to see what non-cost things could be done. Dr. Smith responded that Ms.

Dieckhoff is conducting a survey; the results will be studied to see what improvements can be made.

Mr. Lowe spoke about a community involvement seminar he attended during the ACCT National Congress; he proposed that the College participate in all community expo events.

Ms. Larson proposed that MCC participate in all community parades; Dr. Smith responded that this will be done.

Dr. DeWitt spoke about his attendance at student success and completion presentations at the ACCT National Congress. He spoke about increasing the success of MCC students and suggested participating in an initiative called Governance Institute for Student Success (<http://www.governance-institute.org/>).

Mr. Sheriff attended many of the same sessions that Ms. Larson attended and spoke about a presentation on green roofing which could lower the cost of heating and cooling. He asked whether MCC could look into this concept.

Ms. Miller spoke about her attendance at seminars on expenses. Elgin Community College presented a seminar showing how they succeeded in cutting costs by looking at each department, placing funds in areas of customer service, filling up classroom spaces and offering weekend courses. Ms. Miller stated that MCC received between \$2.5 and \$3 million last year, which could be the result of the Promise Program as students were required to fill out the FAFSA (Free Application for Federal Student Aid) form. Ms. Walters spoke about the Elgin Community College seminar, adding that each division was looked at to see where funds could be cut without losing personnel. Ms. Walters emphasized that MCC should be engaging high school students and their parents by sophomore year. Dr. Miksa responded that the first meeting of the College Readiness program was held on October 21, 2010. The group will focus not just on testing and placement, but alignment of curriculum between the high school and the community college. Dr. Miksa stated that by the end of the semester, functional teams will be working to determine how the biggest impact may be made.

FUTURE AGENDA ITEMS

No items were proposed.

CLOSED SESSION

At 8:29 p.m., Chair Miller announced a short break, after which the Board would go into Closed Session.

At 8:40 p.m., Dr. DeWitt moved to go into Closed Session to discuss matters covered under 120(c) 2.

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, 120(c) 11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, and 120(c) 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. Ms. Walters seconded the motion. The roll was called and all present were in favor; the motion carried. Closed Session began at 8:40 p.m.

At 9:19 p.m., Ms. Walters moved to come out of Closed Session and Ms. Kurtz seconded the motion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:19 p.m.

TERMINATION

Mr. Lowe made a motion to approve the recommendation of termination of employee Stefan-Anderson; Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried.

FINALIZE A SETTLEMENT AND ONGOING SUPPORT AGREEMENT WITH ERP VENDOR

Mr. Lowe moved to approve finalizing a settlement and ongoing support agreement with the ERP vendor, and Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, September 23, 2010

The minutes of the September 23, 2010 Closed Session were accepted as presented.

Ms. Kurtz spoke about two community members who contacted her about issue with the Promise Program and asked if there could be some consideration for reinstatement of some students. Ms. Kurtz said Dr. Smith explained that approximately 60 students did not meet the GPA requirement, did not fulfill their community service requirements or did not submit their financial aid documents. Mr. Lowe suggested that Ms. Kurtz speak to the Foundation Board about this issue. Discussion about the Promise Program followed and Mr. Parrish spoke about the benefits of the program.

ADJOURNMENTADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 9:32 p.m.

Patricia Kriegermeier, Recording Secretary

Donna Kurtz, Board Secretary