

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, November 18, 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 Secretary Walters called the roll, the following were present:

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

Attorney Joseph Perkoski 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.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, October 28, 2010 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

APPOINTMENT OF TRUSTEE

Chair Miller asked Dennis Adams to come forward. She administered the Oath of Office to Mr. Adams.

Mr. Adams was seated at the Board table and welcomed by the Trustees.

BOARD COMMITTEE REPORTS

Ms. Walters reported on the November 18, 2010 Finance Committee meeting.

Ms. Miller thanked Ms. Larson for bringing up the topic regarding the use of Robert's Rules for Small Boards. Dr. Smith found that the Small Board rules were adopted in the summer of 2007; copies of those

rules were provided for the Trustees.

#### ICCTA REPORT

Mr. Lowe reported on the November 12-13 ICCTA meeting, speaking about informative presentations made by Mr. Perkoski and others.

#### FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish thanked Mr. Lowe for handling the Foundation Liaison responsibilities on a temporary basis. It was noted that major contributors to the nursing program will be given a tour of the Shah Center. Mr. Lowe deferred to Mr. Brennan for a report. Mr. Brennan spoke about the annual sponsorship campaign, which has reached 75% of goal. He added that two new \$500.00 scholarships came out of the recent "Taste of McHenry County" event, attended by approximately 400 people. He then spoke about the success of the "Take a Walk in Her Shoes" ball held last March. He stated that the Golf Committee has sent out invitations to every golf course in McHenry County regarding the 2011 golf outing. Pending results of this contact, an RFP for the event will be sent out. Mr. Brennan added that sponsorships for the Promise program are going well.

#### PRESIDENT'S REPORT

Dr. Smith proudly announced that all 25 May, 2010 nursing graduates passed the licensing exam. She announced also that three student musicians received Outstanding Musician awards at the recent Skyway Jazz Festival. News from the Student Services area included the following: 9.5% more FAFSA (Federal Application for Free Student Aid) forms were processed this year; the College has awarded over \$3.9 million in aid for the fall 2010 term; 759 files were processed and 693 students were assisted in the financial aid office during the month of October and 351 applications were received during the November 3<sup>rd</sup> MCC Night event, a 57% increase from the 2009 event.

## PRESENTATION

Dr. Miksa introduced the winners of the Innovation in Teaching and Learning Grant Award Winners: Mr. Tom Vician, Instructor of Art/Ceramics; Mr. Jack Brzezinski, Instructor of Computer and Digital Media; and Mr. Thomas Kaltenecker, Culinary Management.

Mr. Vician presented a slide show on Printmaking on Clay Surfaces and noted that student artwork created can be viewed in the showcases located near Rooms A-144 and A-145.

Mr. Jack Brzezinski gave a presentation about the work done through the robotics and digital media grants. He chose robotics as a platform to engage students and increase their success in programming. Student competitions were shown in his presentation.

Mr. Kaltenecker thanked the Board for their support. He spoke about a collaborative effort between the Culinary Program and the Forensics department, a dinner theatre event held in May, for which the students prepared the food. He then spoke about future plans for the program.

## COMMUNICATIONS

### A. Student Trustee Report

Mr. Sheriff reported that he is holding weekly office hours and informational sessions called “Ask Cody Anything.” He spoke about Student Senate’s attendance at the Illinois Community College Student Activities Association (ICCSAA) conference in November; much was learned at the informational sessions. He attended the November Student Advisory Committee meeting, and spoke about a student initiative to raise money for the tenth anniversary memorial of Ground Zero.

### B. Faculty Report

Dr. Dow spoke about the grant award winners who presented at tonight’s meeting. She provided an update on many faculty activities and welcomed Dr. Joyce Lane, Occupational Therapy Assistant Instructor. She invited Dr. Smith to attend the next Faculty Association meeting and wished all a happy Thanksgiving.

C. Adjunct Faculty Report

Mr. Campbell spoke about start of adjunct negotiations, and stated that the members look forward to making progress. Surveys are being conducted on priorities.

D. Staff Council Report

Ms. Kivisto reported that 30 applications were received for the Staff Council scholarship, which sets a new record. The scholarship was awarded to Sandra Mendez. The Staff Council will hold a silent auction in December to raise scholarship funds, featuring donated items from staff. Ms. Kivisto spoke about staff and administration participation in the ERP demonstrations, and feels that all are looking forward to a decision. She added that she has been chosen to participate in a PSRP conference at National Labor College. She wished all a safe and happy Thanksgiving.

Mr. Lowe thanked all who were involved for the Veterans' day celebration. He received very positive comments about the event.

APPROVAL OF CONSENT AGENDA

Ms. Miller asked for a motion to approve the Consent Agenda. Mr. Lowe moved to approve the consent agenda and Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

**For Approval**

- A. Executive Summary, Board Report #10-227
- B. Financial Statements
  1. Treasurer's Report, Board Report #10-228
  2. Ratification for Payment of Voucher #1026 - \$1,636,309.57, Board Report #10-229
- C. Requests to Purchase/Renew
  1. 1098-T Processing Services, Board Report #10-230
  2. AACC Annual Membership, Board Report #10-231
  3. Neopost Postage Equipment, Board Report #10-232
  4. Annual Legato Backup/Recovery Maintenance, Board Report #10-233
  5. Server Lifecycle Replacements, Board Report #10-234
  6. VRanger Annual Support and Maintenance, Board Report #10-235
  7. SchoolDude Web-Based Products and Services, Board Report #10-236
  8. Rotary Lift – Automotive Department, Board Report #10-237
- D. Associate of Applied Science Degree in Culinary Management, Board Report #10-238
- E. Authorization of FY 2011 Non-Mandatory Transfers of Funds, Board Report #10-239
- F. Resolution for Estimated Tax Levy and Notice of Public Hearing, Board Report #10-240

G. Personnel

1. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174 Addendum
2. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175 Addendum
3. Appointment of New Occupational Therapy Assistant Instructor, Board Report #10-241
4. Appointment of Replacement Instructor of Automotive Technology, Board Report #10-242
5. Salary/Advanced Placement Adjustments, Board Report #10-243

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was necessary.

APPOINTMENT OF FINANCIAL INSTITUTION FOR COLLEGE BANKING SERVICES, Board Report #10-244

Brief discussion ensued on this Board Report. Mr. Lowe moved to approve Board Report #10-244, Appointment of Financial Institution for College Banking Services. Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

INFORMATION REPORTS

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Sheriff expressed his appreciation for the recent faculty recital. Mr. Parrish attended the recent theatre production opening night and stated that the College has a very talented theatre department. He added that although Mr. Geller, instructor of theatre and speech, was on sabbatical he was present to support the students. Mr. Parrish apologized to his fellow Trustees for not attending the November 15 meeting and welcomed Mr. Adams to the Board. Ms. Walters added for clarification that Mr. Parrish teaches at Northern Illinois University.

FUTURE AGENDA ITEMS

Chair Miller asked for future agenda items. Mr. Lowe asked who would chair the Policy Committee. After brief discussion, Mr. Lowe volunteered to serve as Policy Committee chair. Ms. Walters spoke about an open position on the Finance Committee and asked whether Mr. Adams could be moved into that position. Mr. Adams agreed to serve on the Finance Committee. Ms. Walters moved to have Dennis Adams replace the previous trustee on Finance Committee, and Mr. Lowe chair the Policy Committee. Mr. Sheriff seconded the motion. A voice vote was taken, and all were in favor. The motion carried.

CLOSED SESSION

At 8:00 p.m., Ms. Walters moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #5, *The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired*, 120/2 (c), Exception #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 120/2/(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*. Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried. Chair Miller called for a short break at 8:01 p.m., after which time the Board will convene in Closed Session. Closed Session began at 8:10 p.m.

At 8:44 p.m., Ms. Larson moved to come out of Closed Session and Mr. Sheriff seconded the motion. There was no discussion. A voice vote was taken and all were in favor. The motion carried. Closed Session ended at 8:45 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Dr. DeWitt moved to accept the Closed Session minutes from the Regular Board Meeting of October 28, 2010. Ms. Larson seconded the motion. A voice vote was taken and all were in favor. The motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 8:46 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary