

MINUTES
FACILITIES PLANNING COMMITTEE MEETING
OF McHENRY COUNTY COLLEGE

A Meeting of the Facilities Planning Committee of the Board of Trustees of McHenry County College was held on Tuesday, May 24, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Larson called the meeting to order at 2:06 p.m. When Ms. Liddell called the roll, the following were present:

Mr. Adams
Ms. Liddell
Ms. Larson

Attorney Daniel Curran was present as legal counsel and arrived at 3:02 p.m.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Facilities Planning Committee meeting of April 26, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

RECOMMENDATION: ARCHITECTURAL FIRM FOR SMALL PROJECTS

Mr. Manke spoke about Board Report #11-100, Architect Selection for Small Projects, which outlines what has been done, and in which firm names have deliberately been left blank pending today's recommendation of the Facilities and Planning Committee.

Dr. Smith stated that the Committee must talk about what the Administrative Screening Committee will be recommending. She added that nineteen proposals were received. Using a matrix to rank those firms, the field was narrowed down to seven finalists. A full day was spent interviewing the finalists, during which each firm responded to a set series of questions. The last hour of the day was spent in committee discussion to select the first and second choice firms. Reference checks were conducted and both firms came very highly recommended.

Mr. Adams moved that the Facilities and Planning Committee approve the recommendation to the Board of Trustees that the firm RuckPate Architecture be hired and negotiated with as architect for small

projects. If agreement cannot be reached with the firm, permission is given to negotiate with the second choice firm. Ms. Liddell seconded the motion. A voice vote was taken and all present were in favor; the motion carried. Dr. Smith stated that based on the Committee's recommendation, firm names will be added to Board Report #11-100 and the final Board packet will be posted after this meeting.

Discussion followed on the process used to select the top firms, interviews conducted and the various firms who were considered. Ms. Larson will present the Committee's report at the May 26, 2011 Board meeting and formally present the Committee's recommendation to the Board of Trustees.

DETERMINE THE PROCESS FOR SELECTING THE FACILITY MASTER PLAN ARCHITECT

Dr. Smith asked the Committee members whether they felt the process used for selection of the architect for small projects was a good process and whether a similar process should be used to select the Facility Master Plan architect. Ms. Larson stated that she liked the way that process worked and felt that other Trustees should be able to be part of the next committee; Mr. Adams concurred with her opinion. Dr. Smith suggested that the committee would be composed of Dr. Miksa, Mr. Evans, Dr. Smith, two Trustees, one full-time faculty member, one professional staff member, Mr. Manke and Mr. West. When Ms. Larson presents the Committee report, she will ask which two Trustees might be interested in serving on the screening committee. Discussion followed on meeting dates for the screening committee; the first date will be Wednesday, June 1, 2011 at 8:00 a.m. The purpose of this meeting is to determine what a Master Plan is, how it would encompass the Educational Master Plan, and to determine the procedure for selection. Ms. Larson announced that anyone who is interested in the Facilities Master Plan is welcome to attend this meeting, which is neither a Board meeting nor a Board Committee meeting.

DISCUSSION TO SCHEDULE COMMITTEE MEETING DATES AND TIMES

After brief discussion, and responding to a request by Dr. Smith that committee meetings be held the week before the Board meeting is held, committee members chose to hold Facilities and Planning Committee meetings on the third Tuesday of the month at 8:00 a.m., and the second Tuesday of the month at 8:00 a.m., during November and December. Dates will be adjusted to ensure that the meetings are held the week before the Board meeting.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no comments.

CLOSED SESSION

Mr. Adams 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.*

Ms. Liddell seconded the motion. There was no discussion. A voice vote was taken and all were in favor.

The motion carried. A short break was announced at 3:05 p.m., after which the meeting would reconvene in Closed Session. Closed Session began at 3:10 p.m.

At 3:30 p.m., Mr. Adams moved to come out of Closed Session and Ms. Liddell seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 3:31 p.m.

FUTURE AGENDA ITEMS

No future items were proposed.

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 3:32 p.m.

Patricia Kriegermeier, Recording Secretary