

MINUTES
FACILITIES AND PLANNING COMMITTEE MEETING
OF McHENRY COUNTY COLLEGE

A Special Meeting of the Board of Trustees of McHenry County College was held on Tuesday, August 16, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Larson called the meeting to order at 8:01 a.m. When Ms. Liddell called the roll, the following were present:

Mr. Adams
Ms. Larson
Ms. Liddell

Mr. Parrish was absent at roll call and arrived at 8:05 a.m. Mr. Morrobel was absent.

ACCEPTANCE OF AGENDA

Agenda items #10 and #11 were reversed. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the July 19, 2011 Facilities and Planning Committee meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

BUILDING B RENOVATIONS REPORT, RUCKPATE ARCHITECTURE

Mr. Steve Pate presented a progress report. The first phase of the project is underway, gathering information at a basic level through staff interviews to determine specific input for this space. A visioning session open to all staff will be held on August 19. A programming meeting will be held to discuss the input. Mr. Pate spoke about the importance of accommodating populations who will be displaced by the renovation; students who gather in the “Belly of the Whale” area must have a suitable replacement space. Discussion on this issue followed. Mr. Pate added that RuckPate personnel will attend some culinary classes to get a feel for the teaching element. He noted that crews in the field have been measuring, have received existing drawings and are going over the building. The information they gather will be entered into a three-dimensional modeling tool, which will eventually create a model of the entire campus. Mr. Pate will present programming information at the September Facilities and Planning Committee meeting.

BUILDING B PROJECT, CONSTRUCTION MANAGER CONTRACT

Mr. Manke explained that this construction project could be managed by paying a fee to a general contractor to manage the construction, or by hiring a construction manager who will coordinate the plans with the architect, do field measurements, work with the architect to prepare bids and pre-qualify contractors. He added that in today's business climate it is important to be careful in the selection of a contractor. Administration has concluded that using the services of a construction manager is the route they would prefer to take, and in looking for a firm, Pepper Construction has surfaced as the firm the College would like to use. The firm has an impeccable record and a fine reputation. Mr. Manke added that this firm is a perfect match to work with RuckPate Architecture on this project. Mr. Parrish concurred with Mr. Manke's opinion of Pepper Construction Company, noting that this firm rises above the industry. Mr. Manke stated that a draft contract has been drawn up for review by the Facilities and Planning Committee; he added that working with the College attorney and Pepper Construction has resulted in a contract that is fair for both sides. Mr. Manke stated that the attorney has also worked on insurance to protect the College during this project. Mr. Adams asked how the fees were structured; Mr. Manke responded that for a \$3.8 million project, the construction manager contract is a flat fee of \$304,000.00, or approximately 8% of the project cost. Mr. Adams inquired how project expansion and add orders would be handled; Mr. Manke responded that if the project expands, the College would negotiate, expecting to hold at 8%. The College expects the project to begin in March, 2012 and continue through August or September, 2012 in order to begin teaching culinary classes for the fall semester. Mr. Manke asked whether the Facilities and Planning Committee was comfortable with the Construction Manager approach; discussion followed. Ms. Larson, Ms. Liddell, Mr. Parrish and Mr. Adams reached consensus to recommend this item to the full Board at the August 22, 2011 meeting.

FACILITY MASTER PLAN CONTRACT

Dr. Smith spoke about the very cordial process working with Wight & Company after the Board approved the firm for the Facility Master Plan. Per Board approval, Dr. Smith has signed the contract and returned

it to Wight & Company. She added that Wight representatives will be on campus to perform this work and will interact with the community, municipalities and county organizations. Dr. Smith spoke also about the negotiation work that Mr. Manke did to lower the cost of this contract. Dr. Smith added that once the programming work is done, Wight representatives will return to present preliminary concepts for which a Special Board meeting may be held. The final Facility Master Plan will be done by March 1, 2012. Discussion followed on a task force to oversee the Facility Master Plan process; Trustees Larson and Liddell volunteered to serve on this task force.

ANALYSIS OF HVAC SYSTEM AND ELECTRICAL GENERATOR CAPACITY IN INFORMATION TECHNOLOGY

Mr. Manke outlined infrastructure issues discovered this summer during power outages. He proposed that an engineering firm be hired to conduct a study of the College's HVAC system and the IT area to make sure the College has the proper capacity for electricity and cooling. Dr. Butler spoke about issues in the IT area when the power is out and the room temperature rises; if the room gets too hot, equipment can burn out and create problems. He added that dependency on IT systems has grown over the years. Dr. Smith spoke about the proposed use of RuckPate Architecture and KJWW to analyze this issue. Funds are available in the operations and maintenance account. If major repairs are indicated, they would be covered by the funds set aside for ISES projects. After discussion, it was agreed that this item would be brought forward to the August Board meeting.

EDUCATIONAL MASTER PLAN

Dr. Miksa thanked faculty and staff for their work; he thanked Ms. Haggerty and her team, Ms. Lori Keller for gathering information and writing the plan, and Dr. Smith for her careful review of the document.

Dr. Miksa outlined the three paths to be taken over the next five years: 1) access, 2) excellence in teaching and learning, and 3) student success. In the area of access, Dr. Miksa spoke about increasing residents' ability to utilize educational opportunities on campus. Program development will be looked at in four areas: 1) health care, 2) manufacturing, 3) emerging technologies and 4) public safety.

During the presentation, Dr. Miksa answered questions from Trustees. Ms. Larson inquired about curriculum in the graphic arts and media venue; Dr. Miksa responded that graphic design is connected to coursework already in place. Ms. Liddell spoke about her perception of flexibility and cited an example of a manufacturer's need for people to be trained, adding that this area must be able to be repurposed quickly. Dr. Miksa stated that emerging technologies can be addressed through this plan. He added that transfer coursework and programs can be developed through the normal process and this plan provides the flexibility to do so. Mr. Parrish stated he was happy to see that the plan focused on the community college mission and not on becoming a four-year institution.

Dr. Miksa stated that online education has grown 85% over the last five years. He stated that this is one of the best ways to grow without physically growing, and noted that College services must also be offered to online students. He added that online learning provides alternative delivery processes and formats and increases access to individuals who may not be able to come to traditionally scheduled classes. He spoke about focusing on utilizing the institution differently, packaging classes so that students can access degrees in different ways, as provided by the weekend nursing program.

Dr. Miksa then discussed where an outreach site might be helpful to provide student access. The plan addresses offering degrees and cohorts in different areas of the district to see what community reaction may be. Dr. Miksa then provided figures on towns within the district and the population percentage of each attending McHenry County College.

Dr. Miksa then addressed Excellence in Teaching and Learning, and spoke about the goal of having a connected professional development plan relating to student success.

Dr. Miksa finished his presentation with a discussion of Student Success, bringing together community effort to help people succeed. He spoke about aggressive and intrusive efforts to monitor and help students succeed. He spoke also about connecting with local high schools on college readiness, which can be done by aligning the curriculum and providing comprehensive student services.

Dr. Smith stated that the Educational Master Plan shows how the College will build on what is currently being done. Efforts will be made over the next five years to increase the number of district residents attending MCC, with the ultimate goal to have students obtain a degree, certificate, or skillsets needed to move on.

A break was called at 9:38 a.m. and the meeting reconvened at 9:46 a.m.

DISCUSSION OF STUDENT SERVICES REORGANIZATION

Dr. Miksa stated that Ms. Patrick has reorganized this area to provide a consistent approach. Ms. Patrick began her presentation by speaking about the current organizational structure. She noted that the Dean of Student Success is currently responsible for providing strategic direction and vision for six fully-staffed departments. Ms. Patrick then spoke about the area that reports to the Dean of Students. Adoption of President Smith's goals in 2010 provided clear direction for the College and the Student Affairs area. Academic and Student Affairs goals were revised to align with Dr. Smith's goals, the Educational Master Plan, the College's strategic priorities and core principles of access, accountability, affordability, innovation and quality.

A framework was developed to address the concept of student success. What emerged from this work was four clusters of systems, services and functions. The four clusters are: 1) Central Administration Cluster, which provides overall leadership and direction to Student Affairs; 2) Student Services Cluster, which encompasses transactional services to ensure students are recruited, admitted, enrolled and can finance their education; 3) Academic Support and Educational Advancement Cluster, which provides support services to MCC students to enhance their transitional experience, preparation and academic performance; and 4) Student Development and Engagement Cluster, which involves functions that develops the student and engages them in the social, cultural and co-curricular environment of the College. Ms. Patrick then received questions and comments from the Trustees.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no comments.

UPDATE ON LAND PURCHASE

Dr. Smith reported that information should be available on Thursday, August 18.

CLOSED SESSION

No closed session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES

The minutes of the Closed Session of the July 19, 2011 Facilities and Planning Committee meeting were accepted as presented.

FUTURE AGENDA ITEMS

Ms. Larson asked for an update on the ERP system; Dr. Smith responded that an update will be given at the August 22, 2011 Board of Trustees meeting. Dr. Smith added that RuckPate Architecture will have an update on construction, and that an update on the Facilities Master Plan may be available.

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 10:47 a.m.

Patricia Kriegermeier, Recording Secretary