

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 22, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:33 p.m. When Secretary Walters called the roll, the following were present:

Mr. Adams  
Ms. Kissler  
Ms. Larson  
Ms. Liddell  
Mr. Morrobel  
Ms. Miller  
Ms. Walters

Mr. Parrish was absent. Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

MISSION STATEMENT

Student Trustee Morrobel read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was amended; item G. 3, Approval of New Position, Administrative Assistant Physical Facilities, was removed.

ACCEPTANCE OF MINUTES

The minutes of the July 28, 2011 Board of Trustees meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kissler reported on the August 15, 2011 Evaluation and Policies Committee meeting. She stated that Attorney Nanci Rogers gave an excellent workshop on Board policy. As a result of this presentation, the Committee will discuss a slight change in direction on the Board Policy Manual review. Ms. Kissler stated

that a report was received from the Internal Board Policy Manual Review Committee, outlining a schedule for policy review.

The Committee recommended that Board Policy Revisions for Policies 3.1.6 and 2.4.7 be forwarded to the August Board Meeting for approval.

B. Facilities and Planning Committee

Ms. Larson reported on the August 16, 2011 meeting. RuckPate Architecture gave a progress report on the Building B renovations, and interviews have been conducted regarding space usage. If approved by the Board, Pepper Construction Company will overview the construction on the renovations. Ms. Larson noted that Mr. Manke negotiated a very reasonable fee structure. The contract for the Facilities Master Plan was signed by Dr. Smith; Wight & Company will be on campus soon to gather input. A Facilities Master Plan task force will be created, on which Trustees Larson and Liddell volunteered to serve. The committee heard about the following: 1) an analysis of the heating, ventilation and air conditioning in the Information Technology area; 2) the Educational Master Plan, under which the following three paths will be followed over the next five years: a) Increasing district residents' access to MCC; b) excellence in teaching and learning and c) student success; and 3) Reorganization of the Student Services area.

The Committee recommended that all three of the above items be forwarded to the Board for approval.

Attorney Curran provided an update on the land purchase.

C. Finance and Negotiations Committee

Mr. Adams reported on the August 18, 2011 Finance and Negotiations Committee meeting at which final details of the FY 2012 budget were discussed. The budget will be taken to the August Board meeting and if approved, put on public display for 30 days before formal adoption at the September meeting. A discussion was held on the Internal Auditor reporting process. Mr. Adams noted that the auditors will be in to do field work. A closed session was held on negotiations.

ICCTA REPORT

Ms. Larson stated that the first meeting of the fiscal year will be held in September in Springfield.

### FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller has offered to step in as Foundation Liaison as Mr. Parrish's schedule makes it impossible for him to attend the Foundation Board meetings this semester. Mr. Parrish will act as alternate. Mr. Brennan stated that the golf outing was held on August 1 and raised an additional \$333.00. A home donated to the Foundation is on the market; two cash payments were also received to fund a math and science scholarship program. A new annual giving campaign will begin, as well as organizing a new Alumni Council. Mr. Brennan added that work is beginning on a scholarship campaign to replace the Promise.

### PRESIDENT'S REPORT

Dr. Smith noted that this month's edition of *McHenry County Living* featured an article about MCC. She stated that last year, the College received \$5,000.00 from IGEN, the Illinois Green Economy Network. This year, the College is at the top of the list; Dr. Smith asked whether the Board was interested in establishing a sustainability center, for which \$45,000.00 in funding would be received. A person will be selected to spearhead the center. She added that the College's Traffic Safety School was recognized for excellence in four courses, and received an award at a national banquet. In addition, over 200 attended the Veterans' Fair held this month. Dr. Smith spoke about the energy audit conducted recently; lights and equipment are turned off as much as possible for a two hour period. The College passed the energy audit again this year, and will receive quarterly payments of \$7,500.00. Dr. Smith reminded all about the Higher Learning Commission quality check-up visit to be held September 28-30, 2011. The reviewers will meet with the Board during this visit. Dr. Smith noted that the permeable sidewalk from the parking lot to the Master Garden was finished last week. Ms. Larson recalled that the paving stones for this walkway were donated.

### COMMUNICATIONS

#### A. Student Trustee Report

Mr. Morrobel reported that he received good feedback from the students who attended the New-Student Convocation. He spoke about a successful Team Serve project held recently to benefit several local

nonprofit agencies; approximately twenty students and seven staff members helped these agencies by painting, organizing storage areas, hanging shelves, and cleaning.

**B. Faculty Report**

Dr. Grela reported on Learning Community class she is co-teaching with Mr. Seitz which is a combination of Human Sexuality and Ethics. Dr. Grela hopes that Ms. Midday can present next month on parental leave. She congratulated all on the negotiations for the adjunct faculty contract and hoped that the Staff Council contract will soon be settled. She noted that Ms. Glans acts as the resource person for the Faculty Association.

**C. Adjunct Faculty Report**

There was no report.

**D. Staff Council Report**

Ms. Kivisto stated that as her four-year term as Staff Council President comes to a close, the number of issues grows as the institution grows. She expressed her disappointment that the contract has not yet been settled and noted that with all working as one cohesive unit, McHenry County College can become the #1 community college in the state, providing the opportunity to enhance the educational experience for all students.

**E. Attorney Report**

Attorney Curran stated there was nothing to report.

**APPROVAL OF CONSENT AGENDA**

Ms. Walters moved to approve the Consent Agenda minus item G.3., Approval of New Position, Administrative Assistant, Physical Facilities, Board Report #11-184. Ms. Liddell seconded the motion.

There was no discussion. The roll was called and all present were in favor; the motion carried.

**For Approval**

**A. Financial Statements**

1. Treasurer's Report, Board Report #11-169
2. Ratification of Payment for Voucher #1035 - \$2,484,942.05, Board Report #11-170

**B. Requests to Purchase/Renew**

1. Cisco SmartNet Support, Board Report #11-171
2. Cyber Liability/Data Breach Insurance, Board Report #11-172

3. Emergency Power and Server Room Study, Board Report #11-173
4. F5 Load Balancers Support, Board Report #11-174
5. Microsoft Enterprise Agreement, Board Report #11-175
6. Natural Gas through Energy Service Agreement, Board Report #11-176
7. Symantec Licensing and Maintenance, Board Report #11-177
8. UpToDate Database Subscription, Board Report #11-178
9. VMware Licensing and Support, Board Report #11-179
- C. Construction Management Company Selection for Building B Renovation Project, Board Report #11-180
- D. Destruction of Recordings of the Closed Sessions of the December 14, 2009 Committee of the Whole Meeting, the January 25, 2010 Committee of the Whole Meeting, the January 28, 2010 Regular Board Meeting and the February 22, 2010 Committee of the Whole Meeting, Board Report #11-181
- E. Fiscal Year 2012 Proposed Budget for Public Display, Board Report #11-182
- F. Addendum to Joint Educational Agreement between McHenry County College and William Rainey Harper College, Board Report #11-183
- G. Personnel
  1. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Bd. Rpt. #11-101 Addendum
  2. Continuing and Professional Educational Personnel Considerations for Fall 2011, Board Report #11-162, Addendum
  3. Approval of New Position, Administrative Assistance Physical Facilities, Board Report #11-184
  4. Approval of New Position, Building Maintenance Specialist - HVAC, Board Report #11-185
  5. Appointment to Replacement, Coordinator Illinois Small Business Development, Board Report #11-186
  6. Request to Hire Nursing Faculty, Board Report #11-187
    1. Salary/Advanced Placement Adjustment, Board Report #11-188

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Walters moved to approve amended Item G.3., Approval of Administrative Assistant, Physical Facilities, Board Report #11-184, and Ms. Larson seconded the motion. Discussion followed. The Board Report was amended to reflect the correct dollar figures for the position's range, the low, midpoint and high salaries. There were no questions. The roll was called and all present were in favor; the motion carried.

BOARD POLICY REVISIONS, POLICY 3.1.6, DRUG-FREE WORKPLACE, Board Report #11-167, Postponed

Ms. Liddell moved to approve Board Policy Revisions, Policy 3.1.6 – Drug-Free Workplace, Board Report #11-167, Postponed, and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

BOARD POLICY REVISIONS, POLICY 2.4.7 SMOKING ON CAMPUS, BOARD REPORT #11-168,  
Postponed

Mr. Adams moved to approve Board Policy Revisions, Policy 2.4.7, Smoking on Campus, Board Report #11-168, Postponed, and Ms. Walters seconded the motion. During discussion, Ms. Liddell commented that she enjoyed the process of watching this policy come into place. The roll was called and all were in favor; the motion carried.

EDUCATIONAL MASTER PLAN, Board Report #11-189

Ms. Larson moved to approve Educational Master Plan, Board Report #11-189 and Ms. Walters seconded the motion. During discussion, Dr. Miksa gave a presentation about the Educational Master Plan. He noted that the process started about a year ago. He stated that the plan focuses on three areas: 1) increased access for district residents, 2) excellence in teaching and learning and 3) cultivating a climate of student success. Dr. Miksa spoke about each of these areas and afterwards received comments and questions from the Trustees. The plan is available at [http://www.mchenry.edu/board/11\\_12/packets/082211.pdf](http://www.mchenry.edu/board/11_12/packets/082211.pdf). After discussion, the roll was called and all were in favor; the motion carried.

RESOLUTION TO NAME THE CONFERENCE CENTER, Board Report #11-190

Ms. Larson moved to approve Resolution to Name the Conference Center, Board Report #11-190 and Ms. Walters seconded the motion. During discussion, Dr. Smith spoke about the Luecht family, who have contributed not only their funds but their time and energy in helping to provide support for students at McHenry County College. Dr. Smith stated that they are committed to helping those most in need. The roll was called and all were in favor; the motion carried.

RESOLUTION FOR ADMINISTRATIVE APPROVAL OF EMERGENCY CHANGE ORDERS FOR  
CONSTRUCTION PROJECTS, Board Report #11-191

Ms. Larson moved to approve Resolution for Administrative Approval of Emergency Change Orders for Construction Projects, Board Report #11-191, and Ms. Kissler seconded the motion. During discussion, Ms. Larson asked who would be responsible for deciding when a change must be made. Dr. Smith replied that the architect or construction manager could make this decision, only in an emergency situation when there is no time to bring a Board of Trustees meeting together. Once the change order is approved, the

Board would be notified and a report would be given at the next Board meeting. The roll was called and all were in favor; the motion carried.

INTERGOVERNMENTAL AGREEMENT WITH CITY OF MARENGO, Board Report #11-192

Ms. Walters moved to approve Intergovernmental Agreement with City of Marengo, Board Report #11-192 and Ms. Larson seconded the motion. During discussion, Dr. Smith explained that with this agreement, the College will receive 10% of Tax Increment Financing district funds rather than 7.5%. The roll was called and all were in favor; the motion carried.

APPROVE ADMINISTRATIVE PROCEDURES, Board Report #11-193

Ms. Liddell moved to approve Approve Administrative Procedures, Board Report #11-193 and Ms. Walters seconded the motion. During discussion, Chair Miller explained that Board Policy requires that procedures must come to the Board for approval. Until that is changed, procedures are being brought to the Board for the following recently approved policies: 2.1.6.1, Capitalization Policy; 2.4.7, Tobacco-Free Campus and 3.1.6, Drug and Alcohol Free Workplace. The roll was called and all were in favor; the motion carried.

INFORMATION REPORTS

A. ERP Update

Ms. Kisser asked whether two systems were still being run; Mr. West replied in the affirmative. Dr. Butler stated that the College will continue as they are currently doing. He added that accounts payable will go live this fall, and payroll will go live in January per the current target dates. Ms. Kisser asked that staff be informed that the Board greatly appreciates their efforts.

B. MCC Branding Update

Ms. Larson thanked Ms. Haggerty for spending so much time on the branding update which made it a lot clearer.

C. Quarterly Report on Grants

There was no discussion.

D. Distributed Press Releases and MCC Press Clippings

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Adams noted that as parking lots are redone, more bicycle and motorcycle parking should be made available. Ms. Kissler commented that it is very daunting to read Board packets in a short amount of time and echoed Mr. Adams' sentiments about receiving Board packets further in advance. Dr. Smith explained that this month's time frame was shortened because the Board meeting date was moved to Monday, August 22 rather than the normal date of Thursday, August 25. She added that there were a larger than usual number of Board Reports this month.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

At 8:04 p.m., Ms. Walters moved to go into Closed Session to discuss matters covered under 120/2(c), Exception #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*, and 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*.

Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

At 8:05 p.m. a short break was taken, after which Closed Session began at 8:15 p.m.

At 8:59 p.m., Ms. Walters moved to come out of Closed Session and Ms. Liddell seconded the motion.

There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session ended at 9:00 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Liddell moved to accept the minutes of the Closed Session of the Regular Board Meeting, July 28, 2011 and Ms. Larson seconded the motion. A voice vote was taken and all present were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 9:00 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary