

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 22, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:35 p.m. When Secretary Walters called the roll, the following were present:

Mr. Morrobel
Mr. Parrish
Mr. Adams
Ms. Walters
Ms. Kisser
Ms. Miller
Ms. Liddell

Ms. Larson was absent. Attorney Daniel Curran was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Morrobel read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Board Retreat, August 20, 2011 and the Regular Board Meeting, August 22, 2011, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Elaine Whalen, Department Chair of Health and Fitness Education, signed in to address the Board. She stated that faculty must be involved in the decision to schedule a four-day summer workweek, noting that the 2010 summer schedule led to some cancellations. She asked that a discussion for a modified solution be held, to better serve students and the community.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported on the September 12, 2011 Evaluation and Policies Committee meeting, at which revision to Board Policy 1.8.2, Formulation of Administrative Procedures, was discussed. The Committee

also discussed a possible policy on purchasing spending limits, consistent with state statute and flexible enough for staff to be able to function with some latitude. A draft policy will be brought to the October Committee meetings, as it will affect Finance & Negotiations and Facilities and Planning as well. Ms. Kissler commented that the Committee is revisiting the way the Board Policy Manual is being revised.

B. Facilities and Planning Committee

In Ms. Larson's absence, Ms. Liddell reported on the September 13, 2011 meeting. The Committee heard a report from RuckPate Architecture about Building B renovations, a report from Dr. Miksa on the Educational Master Plan activities, and a report by Mr. Jeff Oke on the engineering study for the IT server room cooling power operation. Mr. Curran presented an update on the land purchase. Agenda items for October include the Educational Master Plan, the Facility Master Plan and the Technology Master Plan.

C. Finance and Negotiations Committee

Mr. Adams reported on the September 15, 2011 meeting. The engineering study for the IT server room was discussed, resulting in Board Report #11-206 on tonight's agenda. Internal Auditor Nancy Gonsiorek presented her report; the Bookstore audit is underway. Mr. Adams reported that a one-month extension will be needed for the FY 2011 audit; Mr. West added that the extension has been approved. The Finance and Negotiations Committee discussed the purchasing threshold and agreed that a decision would be made after the ERP system is in place. A discussion was held on new hires, which will come through this Committee. The Committee discussed alternative tax exempt financing and will hear a presentation at the October meeting.

ICCTA REPORT

There was no report.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Brennan spoke about the grant received from the Motorola Mobility Foundation, used to purchase computers for Harvard Junior High School, to encourage reading. Ms. Liddell commented that this program is documented at the following link: <http://www.youtube.com/watch?v=VA4GSLX5ed4>.

Mr. Brennan added that the Motorola Foundation is funding the annual "People in Need" conference, and noted that the Foundation's audit has been completed.

PRESIDENT'S REPORT

Dr. Smith asked whether the meeting of the Facilities and Planning Committee scheduled for October 18 could be rescheduled, as that date is reserved for McHenry County College's Professional Development Day in which all employees participate in professional development activities. It was agreed that this meeting will be held on Tuesday, October 25 at 8:00 a.m.

Dr. Smith reported that she is serving on the Citizens Advisory Group for the Route 31 expansion along with Ms. Catherine Jones; the expansion includes the seven miles of Route 31 between Route 176 and Route 120. The process is now in Phase I, gathering public feedback. Phase II will encompass the engineering work to be done, Phase III includes building the road. Phases I and II are expected to take five years; this is the first year of the process. Dr. Smith cited statistics for accidents and fatalities along this seven mile stretch of Route 31.

Dr. Smith finished her report with information about student service learning testimonials and the results of the PACE internal client survey; she and members of the Executive Council will be attending division and department meetings.

PRESENTATIONS

A. Student Senate Inductions

Ms. Talia Koronkiewicz, Coordinator of Student Life, introduced the Student Senate inductees: Carl Mohr, Amanda Keen, Jessica Cortes, Sam Rodriguez, Richard Singletary, Frank Pador, Danny Delgado, Robb Chase, Sarah Kusz, Sam Shenberger, Dana Wolf, Cody Sheriff, Fabiola Morales, Margie Tinberg, Edward Phillips, Kelly Mahoney, Eric Sivertsen and Shannon Asprooth. Chair Miller administered the Oath of Office to all and they were welcomed by the Board and applauded by those in attendance.

B. 2011 NISOD Awards

Dr. Miksa introduced this year's National Institute of Staff and Organizational Development award winner: Mr. Ted Erski, instructor of Earth Science, Mr. Don Curfman, instructor of Accounting, and Ms. Kate Middy, instructor of English. Mr. Erski was not able to attend the meeting; Dr. Miksa presented awards to Mr. Curfman and Ms. Middy.

C. Higher Learning Commission Quality Check-Up Visit

Ms. Patricia Stejskal discussed the September 28-30, 2011 visit with Trustees. She distributed the visit agenda and spoke about the scheduled events, which all are welcome to attend.

COMMUNICATIONS

A. Student Trustee Report

Student Trustee Morrobel reported that the semester is in full swing; students are using all the resources the College provides: the library, Sage Learning Center and computer labs. Thirty-three student organizations were represented in the September 1, 2011 Organization fair. Student Life is sponsoring open gym two times a week; most students play basketball. The tenth anniversary of 9/11 was honored with an event that featured 2,996 flags in the courtyard. Mr. Morrobel traveled to Springfield to attend the Illinois Student Assistance Commission meeting. He noted that all forty-eight Illinois community colleges plan to hold blood drives to support the troops.

B. Faculty Report

Mr. Justin Hoy presented the Faculty Report. He stated that faculty have been at work in the classroom and have been actively engaged in supporting the mission and reputation of the College through participation in committees and engagement in outside professional activities.

Mr. Hoy spoke about Art Instructor Matt Irie's recent exhibit, "You Are the Vanishing Point," hosted at the Ebersmoore Gallery in Chicago, and featured in the September 2, 2011 issue of *The Week*. Mr. Hoy then introduced several faculty members attending the Board meeting.

Mr. Hoy expressed on behalf of the faculty, solidarity with the staff who are continuing to negotiate a new contract and the hope that a mutually beneficial agreement will soon be reached.

C. Adjunct Faculty Report

Mr. Peter Ponzio reported that comments about the adjunct faculty contract are overwhelmingly positive. There was some confusion on how to administer provisions; he met with Dr. Miksa and other deans to develop a communication piece explaining how individual study will be administered. Pay for independent study will be determined by the use of the ten-day class list.

D. Staff Council Report

Ms. Tawnja Trimble, newly elected President of the Staff Council, stated that the staff has remained focused on providing quality service to students and the community. She added that the success of McHenry County College depends on collaboration and work of all parts; she looks forward to working with the Board of Trustees and Administration to maintain an atmosphere of cooperation, collaboration and accomplishment, and work to bring negotiations to a fair and equitable end for all involved.

E. Attorney Report

Mr. Curran had nothing to report.

APPROVAL OF CONSENT AGENDA

Trustee Walters moved to approve the Consent Agenda minus item D.8., Appointment of New Building Maintenance Specialist, HVAC, Board Report #11-213. Trustee Liddell seconded the motion. There was no discussion; the roll was called and all were in favor/result. The motion carried.

For Approval

A Financial Statements

1. Treasurer's Report, Board Report #11-194
2. Ratification of Payment for Voucher #1036 - \$2,130,148.10, Board Report #11-195

B. Requests to Purchase/Renew/Lease

1. ACT Compass Software Units and Annual License, Board Report #11-196
2. Annual Elevator Service Agreement, Board Report #11-197
3. Biology Storage Room and Lab Study, Board Report #11-198
4. Biology Supplies, Board Report #11-199
5. Carpet Tiles for Shah Center, Board Report #11-200
6. Casper Suite for Mac OS, Board Report #11-201
7. Custodial Floor Burnisher, Board Report #11-202
8. Collegiate Assessment of Academic Proficiency (CAAP) Test, Board Report #11-203
9. Commercial Front Mower, Board Report #11-204
10. Diploma Paper and Covers for Graduates, Board Report #11-205
11. Emergency Power and Computer Server Room, Board Report #11-206
12. Infrared Spectrometer Machine, Board Report #11-207

13. Request for Woodstock Center Lease Extension and Amendment, Board Report #11-208
- C. Request for Approval of a Four-Day College Work Schedule for Summer 2012, Board Report #11-209
- D. Personnel
 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Bd Rpt #09-193, Addendum
 2. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Bd Rpt #11-12, Addendum
 3. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Bd Rpt #11-101, Addendum
 4. Continuing and Professional Education Personnel Considerations for Fall 2011, Bd Rpt #11-162, Addendum
 5. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210
 6. Adult Education Personnel Considerations for Fall 2011, Board Report #11-211
 7. Appointment of New Administrative Assistant, Physical Facilities, Board Report #11-212
 8. Appointment of New Building Maintenance Specialist, HVAC, Board Report #11-213
 9. Appointment of New Scholarship Coordinator and Administrative Assistant, Friends of MCC Foundation, Board Report #11-214
 10. Appointment of New Vice President for Institutional Advancement, Board Report #11-215
 11. Appointment of Rehire, Grants and Customer Service Assistant, Board Report #11-216
 12. Appointment of Replacement Adult Education Coordinator of Instruction, Board Report #11-217
 13. Appointment of Replacement Director of Financial Aid, Board Report #11-218
 14. Appointment of Replacement Graphics and Publication Specialist, Board Report #11-219
 15. Request for Approval of New Faculty Position Instructor of Philosophy, Bd. Report #11-220
 16. New and Eliminated Positions, Board Report #11-221
 17. Additional Advance Placement, Board Report #11-222

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was taken. Board Report #11-213, Appointment of New Building Maintenance Specialist,

HVAC, was not developed.

BOARD POLICY REVISION, FIRST READING, 1.8.2 – FORMULATION OF ADMINISTRATIVE PROCEDURES

Chair Miller noted that this was the first reading; there were no comments.

INFORMATION REPORTS

- A. Moving Faculty Sponsored Leave
- B. Retirement
- C. ERP Report
- D. MCC Branding Update
- E. Grant Update
- F. Distributed Press Releases and MCC Press Clippings

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser asked whether a mechanism was in place whereby exceptions to the summer 2012 work schedule could be considered; Dr. Smith responded that last summer, certain events occurred on Friday which she assumes will continue this summer. She noted that administration will consider and make decisions on requests for exceptions. Dr. Miksa added that the Shah Center will be open five days a week and that the Conference Center and breakout rooms are also active in the summer. Dr. Smith commented that this was brought to the Board now so that all would be aware of the Friday closure and be able to work things out. Dr. Smith noted that exceptions should be brought to administration's attention in July and August, when summer and fall schedules are being worked out.

Mr. Adams spoke about a conversation with a community member about the weekend nursing program; he stated that there is a demand for this program. Dr. Smith heard similar positive feedback at the last Workforce Investment Board meeting.

FUTURE AGENDA ITEMS

A discussion of faculty coffee and conversation sessions will be placed on the October agenda.

CLOSED SESSION

At 7:34 p.m., Ms. Walters moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*; 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*; 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*; 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/was no discussion.

The roll was called and all were in favor. The motion carried. A break was taken at 7:35 p.m. and Closed Session began at 7:45 p.m.

At 9:30 p.m., Trustee Walters moved to come out of Closed Session and Trustee Liddell seconded the motion. There was no discussion. A voice vote was called and all were in favor. Closed Session ended at 9:32 p.m.

MODIFICATION TO ADMINISTRATIVE CONTRACT

Ms. Kisser moved to approve modifications to non-financial terms to Dr. Smith's administrative contract as discussed in the Closed Session. Ms. Walters seconded the motion. There was no discussion. The roll was called and Trustees Adams, Kisser, Liddell, Morrobel, Walters and Miller voted in favor and Mr. Parrish voted against the motion. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Liddell moved to accept the minutes of the Closed Session of the Regular Board Meeting of August 22, 2011 and Ms. Walters seconded the motion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

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

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary