

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, October 27, 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. Larson
Ms. Liddell
Mr. Morrobel
Mr. Parrish
Ms. Kissner
Ms. Walters
Ms. Miller

Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

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 Regular Board Meeting, September 22, 2011 were accepted as amended. The minutes of the Special Board Meeting, September 29, 2011 and the Special Board Meeting, October 7, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Chair Miller stated that nine people signed in and noted that each would have three minutes to address the Board.

Mr. Cody Sheriff voiced a concern on behalf of students. He asked that long wait times of up to two hours in the Advising and Transfer Center be addressed.

Mr. Rob Chase asked that the Board of Trustees disallow the use of public funds by the Student Right to Life group.

Ms. Cynthia Letteri expressed her dismay at the reduction of developmental education positions and asked the Board of Trustees to scrutinize and rethink Board Report #11-254, Student Affairs Reorganization.

Ms. Deb Skozek stated that the Sage Learning Center serves more students than any other area on campus and asked for the Board's careful consideration of the Student Affairs Reorganization.

Mr. Ted Hazelgrove praised collaboration between the English department and the Sage Learning Center in improving student writing and expressed his concern about demoting positions to part time.

Mr. Mark Waters stated that the Sage Learning Center is an invaluable asset which enables his students to improve their writing skills. He extended an invitation to the Board of Trustees to visit his classes.

Ms. Anne Humphrey represented a group of Composition I and II teachers, expressing concern over the placement of developmental education in another department. She encouraged the Board to reconsider the Student Affairs Reorganization plan.

Ms. Katrine Poe stated that without help from the Sage Learning Center, many of her Composition I students would not make it through the class. She noted that the Center is the only source of support for many students and urged the Board to reconsider this proposal.

Mr. Justin Hoy urged the Board to table a vote on Board Report #11-254 until further scrutiny.

Chair Miller thanked all for their concerns.

BOARD COMMITTEE REPORTS

Evaluation and Policies Committee

Ms. Kisser reported on the October 17, 2011 Evaluation and Policies Committee meeting. The committee heard a presentation on parental leave, and received a detailed review on prioritizing the review of Board Policies. Section 1 of the Board Policy Manual will be reviewed next as well as Board Policies 3.1.5.1 and 4.3.2.

Facilities and Planning Committee

Ms. Larson reported on the October 25, 2011 Facilities and Planning Committee meeting. Items discussed include a \$45,000.00 IGEN grant, rebranding and conceptual schematics for Building B renovation. Ms. Larson introduced Mr. Steve Pate of RuckPate Architecture, who gave a presentation on the Building B renovation project. After Mr. Pate's presentation, Mr. Adams moved that the Board proceed with the project, not to exceed \$5.1 million including Building B renovations. Ms. Larson seconded the motion. During discussion Mr. Adams stated that this addition spans fiscal years 2012 and 2013 and will overlap with projects identified in the ISES report; some funding for lighting will be received from the Department of Commerce and Economic Opportunity. The roll was called and all were in favor; the motion carried.

Finance and Negotiations Committee

Mr. Adams reported on the October 20, 2011 Finance and Negotiations Committee meeting. The Committee heard an informative presentation on public/private partnerships and a presentation on the FY 2011 audit.

ICCTA REPORT

Ms. Larson noted that Ms. Liddell is now the ICCTA Representative; there was no update.

ACCT REPORT

Ms. Liddell spoke about sessions she attended at the recent ACCT National Congress, noting Board Policy software as an item of interest. She spoke also about www.onlinecommunitycolleges.org, noting that she is not sure whether McHenry County College should be a founding member of this initiative but must stay on top of what is going on with this organization.

Ms. Larson spoke about sessions she attended regarding grants; the session introduced the concept of a "project book" or "wish book" to be kept on file so that when grants become available, the book can be cross-checked. She attended a session that explained how virtual textbooks can be created for classes, which students can access on an iPad.

Ms. Miller provided a review on a workshop she attended on strengthening a college's financial position and provided a copy of a handout for a session entitled How to Be an Effective Board Chair.

Mr. Adams spoke about a session he attended on benchmarking numbers and another he and Dr. Smith attended on free-market tax credits and public/private partnerships.

Ms. Walters attended several sessions on Board leadership, presidential evaluations and policy governance programs; she asked that this be taken to the Board retreat for future discussion.

Dr. Smith noted that the February 2012 ACCT Legislative Summit is scheduled the same week as the Board's committee meetings. She asked that the Board discuss this conflict and make a decision on the February committee meetings.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller attended the Foundation Board meeting and reminded all that November 6 is "Taste of McHenry" showcasing culinary students. The Shoe Ball will be held March 9, 2012 in Huntley. Planning is underway for the June, 2012 golf outing. Mr. Brennan reported that annual sponsorships are within \$5,000.00 of last year's total, and noted that the Foundation is three-fourths of the way to its annual goal.

PRESIDENT'S REPORT

Dr. Smith spoke about the need for the Board to provide input for the Facility Master Plan and proposed holding Special Board meetings before the November and December meetings. There was general agreement regarding these meetings. Dr. Smith also reported on the recent AQIP Quality Check-up Visit and Professional Development Day. She noted that the student publication *Voices* received a second place award from the Community College Humanities Association and that student Zac Comella received first place overall for his audio recording, "Blessings." Dr. Smith noted that the College hosted the Northern Illinois Community College Human Resources meeting last week. She spoke about the recent event where MCC automotive students assisted senior citizens with vehicle inspections. She noted that the College recently hosted the Elder Abuse Symposium.

PRESENTATIONS

A. MCC's Desktop Virtualization Roadmap, Dr. Al Butler, CIO

Dr. Butler stated that although the ERP system conversion is Information Technology's #1 priority, other projects are ongoing. He spoke about another important project, Desktop Virtualization. Dr. Butler spoke about plans for the future deployment of desktop virtualization technologies in the College. His description included definitions of what the technology is, how and where it will be used, and a high-level discussion on the expected cost savings this technology is expected to deliver. He showed examples of current and proposed computer equipment and explained how the use of desktop virtualization will clearly reduce energy consumption costs and lessen equipment costs.

B. Dragonfly Research in McHenry County, Ms. Marla Garrison, Instructor of Biology

Ms. Garrison introduced several of her students and thanked the Board for continued support of professional development activities. She spoke about her summer research and provided a video presentation about her work with the McHenry County Conservation District.

COMMUNICATIONS

A. Student Trustee Report

Mr. Morrobel stated that the smoking ban has been a common topic of discussion and sparked a peaceful protest in the Commons. He spoke about "Coming Out Week;" over 100 pledges were made to show alliance to the LGBT community. McHenry County College recently hosted the Latino Empowerment Conference attended by more than 200 students, many from local high schools. Mr. Morrobel then spoke about the recent open sessions held by Wight & Company to gather student feedback on the Facility Master Plan.

B. Faculty Report

Ms. Anne Humphrey provided the Faculty report. She spoke about building lifetime skills in Composition I and II classes. She noted that she uses internet resources for her class rather than a textbook, which saves students money. Ms. Humphrey reported that faculty continue to make strong contributions to excellence in teaching and learning. She stated that the Faculty Association was pleased that the Staff

Council has reached agreement in negotiations. She noted that the Staff Council will present their position on the Student Affairs reorganization and that the faculty association stands in solidarity with them on this issue. She introduced Mr. Mark Eckel, Instructor of Sociology, who reported on a workshop he attended this summer through the National Endowment for the Humanities entitled, "African-American History and Culture in the Georgia Lowcountry: Savannah and the Coastal Islands, 1750-1950."

C. Adjunct Faculty Report

Mr. Peter Ponzio stated that adjuncts will have a voice in the progress and pace of change at the College. He noted two classes, Sociology of Development and Sex and Gender, should be available during fall and spring semesters, respectively. He spoke about the importance of the tutoring services provided by the Sage Learning Center and hoped that all can work together to find a way not to have to cut positions.

D. Staff Council Report

Ms. Jonna Kivisto, outgoing Staff Council president, was happy to report that after eight months of negotiations, a proposed contract is ready. The contract was ratified by Staff Council membership. She thanked the administration and staff negotiating teams for working in a collaborative manner to reach an agreement in the best interest of all parties.

Ms. Tawnja Trimble, Staff Council president, spoke about the Student Affairs Reorganization and asked that a vote on this item be tabled for further scrutiny and improved transparency and collaboration for all affected parties.

E. Attorney Report

Mr. Curran reported that the court vacated the automatic stay and a condemnation motion has been filed. Chair Miller announced a short break at 8:54 p.m. and the meeting reconvened at 9:00 p.m.

APPROVAL OF CONSENT AGENDA

Trustee Larson moved to approve the Consent Agenda minus item G., Written Consent Robbins, Schwartz, Nichols, Lifton and Taylor, Ltd. re Harvard Community Unit School District 50 and McHenry County College District 528 Agreement, Board Report #11-247 and Trustee Parrish 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 #11-227
 - 2. Ratification of Payment for Voucher #1037 - \$1,372,650.26, Board Report #11-228
- B. Requests to Approve/Extend/Purchase/Renew
 - 1. AACC Annual Membership, Board Report #11-229
 - 2. AppSense Configuration and Implementation Services, Board Report #11-230
 - 3. Bidding Process Procurement Services Program for Food Services, Board Report #11-231
 - 4. Brand Visual Identity Services, Board Report #11-232
 - 5. Consulting Services for an Employee Classification and Compensation Analysis , Board Report #11-234
 - 6. Custodial Supplies, Board Report #11-235
 - 7. DCEO Lighting Survey, Board Report #11-236
 - 8. Friction Force Forcible Entry Training Prop, Board Report #11-237
 - 9. Hardware/Software Maintenance for Unisys System, Board Report #11-238
 - 10. ITTS Virtual Seats, Board Report #11-239
 - 11. Pyxis Medication Management System and Maintenance, Board Report #11-240
 - 12. Replacement Classroom Carpet, Board Report #11-241
 - 13. SirsiDynix Annual Software Maintenance Agreement, Board Report #11-242
- C. Authorization of FY 2012 Non-Mandatory Transfers of Funds, Board Report #11-243
- D. McHenry County College Alumni Awards, Board Report, #11-244
- E. Certification of Chargeback Reimbursement, Board Report #11-245
- F. Out-of-District and Out-of-State Tuition and Fees, Board Report #11-246
- G. Written Consent Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. re Harvard Community Unit School District 50 and McHenry County College District 528 Agreement, Board Report #11-247
- H. Personnel
 - 1. Personnel Adjustments for Fall 2010 Transfer and Occupational, Board Report #10-174, Addendum
 - 2. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Bd Rpt #11-101, Addendum
 - 3. Continuing and Professional Education Personnel Considerations for Fall 2011, Bd Rpt #11-162, Addendum
 - 4. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Bd Rpt #11-210, Addendum
 - 5. Appointment of New Laboratory Manager, Chemistry, Board Report #11-248
 - 6. Appointment of Temporary Instructor of Philosophy, Board Report #11-249
 - 7. Appointment of Replacement Dean of Library, Board Report #11-250
 - 8. Appointment of Replacement Director of Financial Aid, Board Report #11-251
 - 9. Salary/Advanced Placement Adjustments, Board Report #11-252

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was taken on item G., Written Consent Robbins, Schwartz, Nichols, Lifton and Taylor, Ltd. re Harvard Community Unit School District 50 and McHenry County College District 528 Agreement, Board Report #11-247.

BOARD POLICY REVISION, SECOND READING, 1.8.2 – Formulation of Administrative Procedures, Board Report #11-223, Postponed

Ms. Kisser moved to approve Board Report #11-223, and Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

FISCAL YEAR 2011 AUDIT AND MANAGEMENT LETTER, Board Report #11-253

Mr. Adams moved to approve Fiscal Year 2011 Audit and Management Letter, Board Report #11-253 and Ms. Liddell seconded the motion. During discussion Mr. Lantz congratulated the College on the 2011 audit, reiterating that McHenry County College was the only community college in Illinois with no findings in financial aid. The roll was called and all were in favor; the motion carried.

STUDENT AFFAIRS REORGANIZATION, Board Report #11-254

Mr. Parrish moved to table this matter for further scrutiny and consideration until the next meeting. Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

AGREEMENT BETWEEN McHENRY COUNTY COLLEGE BOARD OF TRUSTEES AND McHENRY COUNTY COLLEGE STAFF COUNCIL, BOARD REPORT #11-255

Mr. Adams gladly moved that the Board of Trustees sign the agreement between the Board and the Staff Council for the three-year period going forward. Ms. Walters seconded the motion. During discussion Ms. Larson commented that she was thrilled this has been completed. The roll was called and all were in favor; the motion carried.

RESOLUTION TO PURCHASE SURPLUS PROPERTY, Board Report #11-256

Ms. Larson moved to approve Board Report #11-256 and asked for clarification, and Ms. Liddell seconded the motion. Mr. West explained that last week he and other administrators attended a seminar sponsored by Representative Franks and Senator Althoff's offices. To be able to acquire surplus property, the College must register with the State of Illinois. Mr. West spoke about the many quality items available at reasonable prices through this program, providing a way for the College to save money.

The roll was called and all were in favor; the motion carried.

STORAGE OF DONATED OFFICE FURNITURE AND EQUIPMENT, Board Report #11-233

Ms. Larson moved to approve Board Report #11-233, Storage of Donated Office Furniture and Equipment, and Mr. Adams seconded the motion. There was no discussion. The roll was called. Mr. Parrish recused himself from the vote; all others were in favor. The motion carried.

INVITATION TO THE BOARD OF TRUSTEES FOR COFFEE WITH FACULTY

Ms. Miller stated that faculty have invited members of the Board to meet with them for coffee, one or two at a time, to get to know each other, and discussion followed. Trustees are interested in meeting with faculty; Ms. Miller asked that those interested in meeting should email Ms. Kriegermeier.

INFORMATION REPORTS

- A. Resignation
- B. Resignation
- C. ERP Report

Dr. Butler stated that General Ledger went live the first week of October. It was hoped that Accounts Payable and Purchasing would also go live this month; a decision was made group-wide to move that go-live to January after more training was provided. The first test payroll was run this week; two more test runs will be done so that by January the team will be confident to move to the payroll side.

Dr. Butler has been holding monthly meetings which have been productive in putting resources where they are needed. He provided a spreadsheet and encouraged all to contact him with questions. He noted that the project is still well within budget. In response to a question by Ms. Liddell, the system is expected to be fully functional by fall of the 2012-2013 school year. In response to a question by Mr. Parrish, Dr. Butler stated that the desktop virtualization project has a separate budget and does not impact the ERP project. However, virtualization will improve staff and student ability to access ERP system information.

Dr. Butler noted that temporary help has been brought in to assist in departments heavily involved in ERP training and implementation.

- D. Grants Office
- E. Quarterly Report on Grants
- F. MCC Branding Update
- G. Distributed Press Releases and MCC Press Clippings

SUMMARY COMMENTS BY BOARD MEMBERS

Chair Miller stated that Board Report #11-254, Student Affairs Reorganization, was discussed in committee. She asked Dr. Miksa to speak about the reorganization and educate Trustees who were not at the committee meeting. Dr. Miksa spoke about the changes reflected in the proposed structure, the process used to communicate the organizational changes, and emphasized that student success and collaboration is the goal.

FUTURE AGENDA ITEMS

Ms. Miller spoke about scheduling a Board Retreat for Board evaluations. Ms. Liddell spoke about early registration; she heard from many who wanted to register for a biology class that they could not meet with an advisor before classes were filled. Dr. Miksa responded that the College must work with the number of biology labs available, noting that biology classes are also held on Friday nights and Saturday mornings. He emphasized the importance of meeting with an advisor early in the registration process.

CLOSED SESSION

There was no need for a Closed Session.

ACCEPTANCE OF CLOSED SESSION MINUTES

Trustees reviewed the Closed Session minutes of the September 22, 2011 Regular Board Meeting and the October 7, 2011 Special Board Meeting. Mr. Adams moved to approve both sets of minutes 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 9:48 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary